



**RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY – MARCH 4, 2014**

5:30 p.m. – Work Session (City Council Conference Room)

No motions or decisions will be considered during this session, which is open to the public.

6:00 p.m. – Council Meeting (Council Chambers)

A. Welcome & Roll Call

B. Pledge of Allegiance

C. Moment of Silence

D. Open Communications

(This is an opportunity to address the City Council regarding your concerns or ideas. Please try to limit your comments to three minutes.)

E. Presentations and Reports

1. Mayor's Report

2. City Administration Report

a. Departments

i. Report on Condition of the Treasury for the month ending January 31, 2014

ii. Community Development Projects Status Report

b. Employee Recognition of staff whose anniversaries fall in the month of March and retirements

i. Camille Tesch, 10 years

ii. Kelly Rose, 31 years, retirement

iii. Larry Hansen, 15 years, retirement

c. Staffing Authorization Plan

3. URMMA presentation for elected officials

Presenter: URMMA Risk Management Administrative Services Manager

F. Consent Items

1. Review of meeting minutes from:

February 18, 2014 City Council Work Session

February 18, 2014 City Council Regular Session

February 21, 2014 City Council Executive Session

February 22, 2014 City Council Executive Session

2. Review and comment by March 18, 2014 on proposed amendments to Riverdale's Emergency Operations Plan

3. Consideration of appointing Riverdale City Recorder as Riverdale City's Historical Representative to qualify for historical project funding through Weber County R.A.M.P. grants

G. Action Items

1. Consideration of Resolution 2014-5 adopting a contract for new Riverdale City Administrator
Presenter: Mayor Norm Searle
2. Consideration of appointment of a new Riverdale City Administrator
Presenter: Mayor Norm Searle
3. City Council authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to replace Engine 41 in the FY 2015 budget year
Presenter: Roger Bodily, Riverdale Fire Chief
4. City Council authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to design for remodel of Station 41 and RFP documents to solicit proposals from contractors for the Station 41 upgrades including bedrooms, truck bay, exercise room and day room in the FY 2015 budget year
Presenter: Roger Bodily, Riverdale Emergency Manager
5. Consideration of Resolution 2014-6 adopting a Riverdale City Council Guide to Disaster Operations
Presenter: Roger Bodily, Riverdale Emergency Manager

H. Discretionary Items

I. Adjournment

- The public is invited to attend all Council meetings.
- In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Recorder at 394-5541 x 1232.
- This agenda has been properly posted and a copy provided to local news media.

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEMS: A,B,C

SUBJECT: Welcome & Roll Call – Mayor Searle
Pledge of Allegiance – Led by Councilor Griffiths 02/18/14
Moment of Silence

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**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: D

SUBJECT: Open Communications

PETITIONER: Anyone Interested

ACTION REQUESTED BY PETITIONER: Open agenda item provided for any interested person to be able to speak about any topic.

INFORMATION: Per Governing Body desire, this item will be placed on the agenda as a permanent and regular item.

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**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: E1

SUBJECT: Mayor's Report

ACTION REQUESTED BY PETITIONER: Information Only

INFORMATION: To be presented at the meeting.

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**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: E2a

SUBJECT: City Administrator's Report

- i. Report on Condition of the Treasury for the month ending January 31, 2014
- ii. Community Development Projects Status Report

ACTION REQUESTED BY PETITIONER: Information Only.

INFORMATION: [February Department Report](#)

[Treasury Report](#)

[Community Development Projects Status Report](#)

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Mayor & City Council Monthly Summary Report
February 2014



City Administration:

1. Larry Hansen:

- Continued retirement transition work and planning for the upcoming changes.
- Completed property contract agreements for the RDA.
- West Bench conceptual discussions continue with possible developer.
- Planned and coordinated the quarterly Strategic Planning meeting with the Mayor and Council.
- Coordinated transition work on Utility and Nuisance liens to be filed and released.
- Anxiously awaiting the selection of my successor for transition work.

2. Lynette Limburg:

- General customer service, information to the public, follow-up on information requests and support for administrative events.
- Prosecution –Prepared files and additional information in regard to prosecution process
- 85 pre-trials & 2 trials. Follow-up and filing of court dispositions after pre- trial or trial
- Record requests – 12 GRAMA requests for police reports, videos and other miscellaneous city records
- 1 utility lien released, 1 nuisance lien released,
- 1 RDA loan reconveyance recorded
- Community Development Department - 11 Building permits issued
- Building inspections scheduled and logged.
- Completed follow-up on all closed court cases for 2013
- One Risk Management meeting / prep & minutes
- Support for Strategic Planning Meeting

3. Ember Herrick:

- Prepared City Council, Planning Commission, Redevelopment Agency and Strategic Planning meeting agendas, packets and minutes
- Updated the city eFile Cabinet, Sterling Codifiers, news articles and hardcopy archives
- Noticed all ordinances passed by the Council
- Presented a status report on Riverdale's emergency preparedness initiatives to the Council at Strategic Planning Meeting 02/22/14
- Compiled new city businesses report for website business directory
- Assisted business owners in acquiring a Riverdale Business License including coordinating fire inspections with fire department
- Renewed city business licenses and alcohol licenses for 2014 and sent out reminder letter on February 1, 2014 to all delinquent businesses
- Disseminated final notice for Riverdale businesses operating without a 2014 license in accordance with city ordinances in correlation with Code Enforcement Officer
- Swore in new Planning Commissioner and oversaw his orientation including legal training with City Attorney and ULCT Dave Church duties and powers training

- Compiled staff proposed changes to final draft of city's Emergency Operations Plan
- Attended CERT leadership training on 02/08/14 in West Valley City with Code Enforcement Officer Randy Koger, at Fire Captain Ermer's request
- Coordinated employee Ham Radio Training with Emergency Manager Roger Bodily Saturdays 02/15/14 and 03/01/14
- Researched and drafted proposed language for the first historic marker for the Burch Grist Mill/Taylor's Mill/All-O-Wheat Cereal Co. building and submitted it to Councilor Ellis for the advisory committee and public's review
- Answered questions about city statistics, programs, services, codes and various business license questions and compiled historical information and pictures
- Continued Emergency Prep Initiative for February for staff 72 hour kits
- Continued work with Jeannette Hall and Chris Stone on Riverdale Play Unplugged and Live Fit Riverdale programs scheduled to begin spring and summer 2014
- Participated in webinar with Play Unplugged to manage program website
- Attended Identity Theft Seminar 02/26/14 set up by HR Manager Stacey Comeau

Business Administration:

Lynn Fortie:

Imaged the new 19 police laptops. Strategic Planning preparation. Routine phone & computer problem resolution. Routine management issues and resolution. Routine accounting issues.

Stacey Comeau / HR:

New Hires: None
 Promotions: None
 Terminations: None

Chris Stone:

- Set up for the Feb. 22 Strategic Planning Meeting.
- Worked with Ember and Jeannette on the Riverdale Unplugged program.
- Continued work on a city promotional publication for the Community Development Department.
- Various website and social media updates.
- Completed the city newsletter for March.
- Completed the employee newsletter for March.

Jeannette Hall:

Youth Basketball: The older boy's league will be finishing on 6th of March. The younger boy's will finish up on the 10th of March.

Intramurals: Dodge ball is the activity of the month. We had 108 children participate. We started Crab Soccer the 11th of February.

Special Assignments:

1. Attended RYC Meeting
2. Preparing for "Live Fit Riverdale" activity
3. Preparing for "Unplugged" summer activity
4. Hired Miranda for Summer Fun activity
5. Sportsman software is up and running
6. Prepared town meeting with Brad Dee

Fire Department:

Met with Rep from Fire Trucks West to view a demo fire truck
Attended Weber Fire Officers meeting
Attended Weber Dispatch operations board meeting
Worked with Matt Gertch from Elk Valley Construction to discuss preliminary building remodel.
Worked on presentation for Strategic planning on the 22nd.
Attended Fire Subcommittee meeting.
Met with Tammy Weese and Kyle Phipps to discuss MDT usage issues.
Structure fire 5648 S 1150 W RIVERVIEW ESTATES.
Investigated fire on 5648 S 1150 W RIVERVIEW ESTATES.
Met with home owner to discuss fire at his home on Meadow wood drive.
Met with Ham radio class to introduce Richard Fisher (instructor)
Attended identity theft training

Calls for the month of February 2013 (through the 26th)

TYPE OF SITUATION	NUMBER OF CALLS	TOTAL
100 Series FIRE	6	6
300 Series RESCUE AND EMERGENCY MEDICAL INCIDENTS	39	39
400 Series HAZARDOUS CONDITIONS(NO FIRES)	1	1
500 Series SERVICE CALLS	2	2
600 Series GOOD INTENT CALLS	7	7
700 Series FALSE ALARM & FALSE CALLS	3	3
*NA	1	1
TOTAL RESPONSES FOR DECEMBER 2013	59	59

* CALLS DISPATCHED BY MISTAKE

Annual Alarm Summary Report

Reporting Between 02/01/2014 and 02/27/2014

Police Department:

Patrol

Officer McBride responded to the 4400 S. block of 900 W. on a male who was unconscious and not breathing. Officer McBride located the male in a bedroom and found that he was deceased. It appears he may have died from some type of overdose. The case is still under investigation. Officers were dispatched to Cherry Creek Apartments on a robbery that occurred prior. The victims reported that during the night two men had come to their apartment and knocked on the door. They opened the door and the two suspects entered, holding a gun to their heads and demanding money. Money, a firearm, and drugs were stolen from the apartment according to the victims. It appears this case is drug related. The case is still being investigated. Officer Kelley and Fuller were dispatched to the Motel 6 and met with the complainant who informed them that his son was staying at the motel and had sent a text to everyone that made him believe he was going to kill himself. Officers went to the room and knocked and received no response. They obtained a key and opened the door, however the latch was locked. They yelled into the room and did not get a response. They used bolt cutters to cut the latch and found the victim on the floor. He was extremely intoxicated and had overdosed on prescription medications. He became combative with officers who handcuffed him and they had to physically hold him down until medical arrived to transport him to the hospital. He was taken to the hospital for a mental health evaluation.

Officers responded to 5100 S. 1050 W. on a warrant service. A female who had a warrant for her arrest was inside the trailer with her boyfriend who also had a felony warrant for his arrest for distribution of drugs. Once officers went inside the male suspect attempted to run out the back door, but was met in the back of the trailer by an awaiting officer who took him into custody. Both were booked for their warrants.

Officers responded to the area of 4550 S. 950 W. on a large fight that was occurring in the street. Officers arrived and observed multiple people leaving the area, some in vehicles, others fleeing into an apartment. They located approximately 8 people inside of an apartment where a party had been going on. They concluded that one male had been jumped by several other people. They arrested the apartment renter for obstruction of justice and the other male for assault.

Officer Kelley and Sgt. Boots responded to the Mountain View Apartments on report of a male who had been smoking spice and was now unconscious and not breathing. Officers found the victim on the floor and found him to be breathing, but unconscious. Medical arrived and tended to the victim. There were two other people in the apartment and officers questioned them about other drugs that had been used. They soon found heroin, paraphernalia, spice and scales in the apartment. The victim was transported to the hospital and his roommate was booked into jail on drug charges.

Officer Kelley stopped a vehicle for a traffic offense in the area of the Larry Miller Dealership. The driver had a warrant for his arrest. Upon searching the suspect, he located paraphernalia used to ingest heroin. Officer Kelley investigated further and eventually found 26 balloons of heroin. It was suspected that the suspect was selling heroin, however, he would not talk about his involvement with drug sales. The suspect was booked into jail on numerous misdemeanor and felony charges.

Investigations

Detectives interviewed a suspect on an internal theft from Wal-Mart. The suspect admitted to taking gift cards from the accounts office and using them to purchase items from Wal-Mart. She was cited.

Detectives located a suspect on multiple vehicle burglaries. The suspect admitted to driving another suspect to multiple vehicles and waiting while the suspect committed burglaries. The second suspect was subsequently interviewed and admitted to committing the vehicle burglaries. Both individuals were charged.

A suspect was interviewed concerning an *unlawful use of a credit card* case. The suspect initially stated she accidentally used the company credit card but changed her story when questioned concerning a \$5,000 purchase. She admitted using the card because she felt the owner of the company was not compensating her. She will be summonsed to court for a 2nd felony.

Public Works Department:

February 2014

Continued work with FEMA.

Continued work on Storage Buildings at Public Works Shop.

Continued work on Sewer Line repair projects.

Continued work on Water Tank painting project.

Continued work on Storm Water construction projects.

Continued work on upcoming Streets projects.

Prepared for Strategic Planning meeting.

Worked on 2015 budget.

Legal Services Department:

- Resolutions/Ordinances work–
 - Legal work concerning - RDA loans, Fitness waiver, Public records, Firearms, Constables k, Lawsuit, Liens, Pro tem, Hayward/Ford, Liens releases, Bankruptcy, EOP, Waste water, Comm center, CA contract, Personnel policy, Regs & Gen Plan,

- Legal research/review –
- Legal Department meetings/work –
- Planning commission review/ordin/mtgs/minutes
- Walk-ins/Police reviews/Public records requests/Court/Court screenings/Court filings/ Annual reviews
- Formal training attended-
- RSAC- Drug Court -
- Legal reviews of minutes/resolutions/ordinances

COURT MONTHLY REPORT

Note: None of these numbers show the full month. They will be short a few days because at the time of filing this report, the final monthly numbers have not been completed.

261 Total traffic cases	518	Total traffic cases for the year (Jan. to Dec.)
4 DUI	100 Moving violations	0 FTA
0 Reckless/DUI red.	132 Non-moving violations	0 Other
25 License violations	4 Parking	

44 Total Misdemeanor cases	96	Total Misd. cases p/yr.
2 Assault	0 Ill. sale Alc.	2 Dom. animal
17 Theft	0 Other liq. viol.	10 Other misd./infrac
0 FTA	3 Contr. subst vio.	0 Parks/rec.
1 Public intox	0 Bad checks	1 Planning zon./Fire/Health

219 Total cases disposed of this month 2405 Total number of cases disposed of for the year (July 2013 to Aug. 2014)

Small Claims Total number of cases for the year (Jan. 2013 to Dec. 2013) -- Filed=55 Settled/Dismissed=229

4 Cases filed	0 Trials
1 Settled/dismissed	1 Default judgment

# CITATIONS BY AGENCY	YTD (Jul. 2013 to Aug. 2014)
Riverdale City 160	1216
UHP 69	900

<u>MISC.</u>	YTD (July 2013 to Aug. 2014)
Total Revenue collected \$61,766.49	\$ 476,557.15
Revenue Retained \$45,267.67	\$ 332,521.12
Warrant Revenue \$29,615.00	\$ 327,933.00
Issued warrants 38	482
Recalled warrants 96	681

RSAC MONTHLY REPORT

13 participants	104 drug tests given	0 walked away/warrants issued
0 orientations	1 in jail/violations	1 ordered to inpatient
0 new participant monitoring till grad)	2 positive UA's/tests/dilutes	0 other (Phase 4
5 graduates	3 incentive gifts	
0 terminated/quit	5 spice tests given	

Alumni helped with graduation.

Community Development Department:

- AFCU Building One Office: Above ceiling grid inspection; final inspection
- Blue Hills Dental: Drywall inspection
- Title Max: Sign inspection
- EZ Pawn: Sign inspection
- Refuge Church: Final building re-inspection
- Vapor Mania: Final building inspection
- Cherry Creek Apartments Office: Brick inspection
- Storm water infrastructure inspections
- Home inspections for various projects on residential lots
- RDA home loan inspections completed on residential lots
- Fire Department inspections review by department member
- Meeting with WFRC re: Transportation Planning scenarios for Weber-Davis area
- Meeting with Mitchell family representatives regarding property concepts
- Meeting with Jim Child re: Civic Center design
- Meeting with resident Lloyd High regarding concerns
- Meeting with Jones Lang LaSalle representatives
- Meeting with individuals regarding RDA program efforts
- Meeting with prospective property developers regarding residential land use and zoning
- Staff certification in Emergency Rapid Response regarding buildings in emergencies
- Utah Chapter ICC annual business conference/training attendance by department member
- Legislative Policy Committee meeting attendance by department member
- Riverdale Road Business District Advisory Committee participation by department member
- Strategic Planning Meeting participation by department member
- LEPC training attendance by department member
- Riverdale City CERT program training attendance by department member

Fire Inspection / Code Enforcement Reports Attached

Code Enforcement

February Parking Violations

Citation #	Violation	Address
20-000162	Handicap	4848 S 900 W
20-000163	Handicap	4848 S 900 W
20-000164	Handicap	1135 W Riv Rd
20-000165	Handicap	4949 S 900 W
20-000166	Handicap	4848 S 900 W
20-000168	Handicap/ Decal Violation	1135 W Riv Rd
20-000169	Handicap/ Decal Violation	4848 S 900 W
20-000171	Handicap/ Decal Violation	4043 S Riv Rd
20-000172	Handicap	4978 S 1050 W
20-000173	Handicap	4949 S 900 W
20-000174	Handicap	4949 S 900 W
20-000175	Handicap/ Decal Violation	4994 S 900 W
20-000176	Handicap	4848 S 900 W
20-000076	Handicap	4949 S 900 W

20-000077	Handicap	4848 S 900 W
20-000078	Handicap	4949 S 900 W
20-000079	Handicap	4600 S Weber River Dr
20-000080	Handicap	4978 S 1050 W
20-000081	Handicap	4978 S 1050 W
20-000082	Handicap	4848 S 900 W
20-000083	Handicap	4949 S 900 W
20-000084	Handicap	1135 W Riv Rd
20-000085	Handicap	4949 S 900 W
20-000086	Handicap	4949 S 900 W
20-000087	Handicap	4949 S 900 W
20-000088	Handicap	4949 S 900 W
20-000089	Handicap	4848 S 900 W
20-000090	Handicap	4848 S 900 W

Code Enforcement Case Detail Report

01/31/2014 - 2/28/2014

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
	98	2/25/2014	Drew & Heidi Miskin	5309 S 575 W	UCC Ref.: RCC 4-5-3(B) (21) & RCC 4-5-3(B)(13)	OPEN		Vehicle on blocks & Accumulation of Junk in the driveway

Violations

Violation	Notes
	Vehicle on blocks
	Accumulation

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
985 W 4400 S	97	2/20/2014	Ross, Janene	259 E 4450 S	RCC 4-5-3(B)(13)	OPEN		Accumulation Of Junk

Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
975 W 4400 S	95	2/18/2014	COBIA-MASSA, RAYDELL S TRUSTEE Mindy Scott	5051 N JESSIE CREEK DR	RCC 4-5 7-1-1 & RCC 4-5-3(B)(15)	OPEN		Tree limbs falling and blocking the sidewalk, park strip and street

Violations

Violation	Notes
	Tree limbs
	Tree limbs

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
821 W CARTER DR	94	2/18/2014	VIGIL, C BRANDI	821 W CARTER DR	RCC 4-5 7-1-1	CLOSED	2/21/2014	Tree limbs falling and blocking the sidewalk.

Violations

Violation	Notes
	Tree limbs

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
4357 S 700 W	93	2/18/2014	WHITE, ELIZABETH K	898 W 4300 S	RCC 4-5-3(B)(13)	OPEN		Fridge in front of house

Violations

Violation	Notes
	Fridge in front

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
332 W HIGHLAND DR	92	2/18/2014	MAHOSKY, NICOLAS	332 HIGHLAND DR	RCC 4-5-3(B)(31)	CLOSED	2/20/2014	Parking On Landscaping or soft surface.

Violations

Violation	Notes
	Truck parked

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
4069 S 600 W	91	2/12/2014	ANGEL SIMMONS	4069 S 600 W	RCC 4-5 7-1-1	CLOSED	2/14/2014	Dumpster blocking sidewalk.

Violations

Violation	Notes
	Dumpster

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
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5567 S 1200 W TRUST	90	2/6/2014	5567 S 1200 W TRUST	7109 S HIGHLAND DR # 201	7-1-1, RCC 4-5 7-1-1	CLOSED	2/20/2014	Car Obstructing sidewalk
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Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
5571 S 1200 W	89	2/6/2014	Ryan D & Megan Jo Smith	5571 S 1200 W	7-1-1	CLOSED	2/20/2014	Tree limbs

Violations

Violation	Notes
	Tree limbs.

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
5572 S 1200 W	88	2/6/2014	Corey Vandenberg	5572 S 1200 W	7-1-1	CLOSED	2/12/2014	Snow and tree limbs obstructing sidewalk.

Violations

Violation	Notes
	Snow and tree

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
5554 S 1200 W	87	2/12/2014	Alford & Dawnelle Overton	5554 S 1200 W	RCC 4-5-3(B)(31)&RCC 4-5-3(B)(13)	OPEN		Vehicle parked on lawn. Accumulation Of Junk

Violations

Violation	Notes
	Vehicle parked

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
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5529 S 1200 W	86	2/6/2014	Dale E & Rebecca Arave	5529 S 1200 W	RCC 4-5-3(B)(31)	CLOSED	2/21/2014	Parking On Landscaping
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Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
1178 W 5150 S	85	2/3/2014	TUCKER, TAB	5945 S 1050 E	RCC 4-5 7-1-1 B 2 7-1-1:	CLOSED	2/6/2014	OBSTRUCTION S GENERAL REGULATIONS(VEHICLE)

Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Closed Date	Description
4752 S 575 W	84	2/3/2014	CMK INVESTMENT S LLC	4752 S 575 W	41-6a-1402	CLOSED	2/10/2014	Stopping or parking on roadways -- Angle parking

Violations

Violation	Notes
	41-6a-1402.

Total Records: 14

2/28/2014

Inspection Date Scheduled	Inspection Shift	Inspection Passed	Occupancy Name
2/5/2014	B	No	Rue 21
2/5/2014	B	No	Zurchers
2/5/2014	B	Yes	BABIES R US
2/5/2014	B	Yes	Batteries Plus Bulbs
2/5/2014	B	Yes	BED BATH & BEYOND 783
2/5/2014	B	Yes	BURGER KING 2228
2/5/2014	B	Yes	Chick-Fil-A
2/5/2014	B	Yes	Costa Vida
2/5/2014	B	Yes	Crazy 8
2/5/2014	B	Yes	DRESS BARN #1056
2/5/2014	B	Yes	Firehouse Subs
2/5/2014	B	Yes	GAP
2/5/2014	B	Yes	GOODWOOD BARBECUE COMPANY
2/5/2014	B	Yes	HANCOCK FABRICS #1420
2/5/2014	B	Yes	JUSTICE STORE #897
2/5/2014	B	Yes	Main One Financial
2/5/2014	B	Yes	MEN'S WAREHOUSE
2/5/2014	B	Yes	Noodles and Co.
2/5/2014	B	Yes	RUMBI ISLAND GRILL
2/5/2014	B	Yes	Seven Eleven

2/5/2014	B	Yes	STOR N LOCK PARTNERS RIVERDALE LTD
2/5/2014	B	Yes	THE CHILDREN'S PLACE #4060
2/5/2014	B	Yes	Zupas
2/6/2014	C	No	KEN GARFF OGDEN LLC
2/6/2014	C	No	ROCKY MOUNTAIN CHRYSLER
2/6/2014	C	Yes	Buffalo Wild Wings
2/6/2014	C	Yes	CONNECT2KIDS
2/6/2014	C	Yes	CROWN ELITE
2/6/2014	C	Yes	KEN GARFF HONDA & USED CARS RIVERDALE
2/6/2014	C	Yes	MOUNTAIN VIEW SALT LAKE LP
2/6/2014	C	Yes	PETERSEN MARINE
2/6/2014	C	Yes	Riverdale City Community Center
2/6/2014	C	Yes	Riverdale City Senior Center
2/6/2014	C	Yes	Riverdale Fire Department
2/6/2014	C	Yes	STEPHENS, BYRON
2/6/2014	FI41	No	AMERICA FIRST CREDIT UNION (OP CNTR)
2/7/2014	C	No	CASH AMERICA INC OF UTAH
2/7/2014	C	Yes	ARACELY'S CHILD CARE
2/7/2014	C	Yes	Just Kidding Preschool
2/7/2014	C	Yes	MOTEL 6 #1082
2/7/2014	C	Yes	Riverdale City Office
2/7/2014	C	Yes	Riverdale City Police Department

2/7/2014	C	Yes	Riverdale City Public Works
2/7/2014	C	Yes	SANDERS BRINE SHRIMP CO LC
2/7/2014	C	Yes	TAMMYS DAYCARE
2/7/2014	FI41	No	AMERICA FIRST CREDIT UNION (OP CNTR)
2/7/2014	FI41	Yes	AMERICA FIRST CREDIT UNION (OP CNTR)
2/11/2014	B	No	RIVERDALE RESTAURANT VENTURES, LLC
2/11/2014	B	Yes	American Title Loan
2/11/2014	B	Yes	BEST BURGER
2/11/2014	B	Yes	CORNERSTONE CHIROPRACTIC
2/11/2014	B	Yes	EZ LOAN SERVICES
2/11/2014	B	Yes	GRAY WHALE
2/11/2014	B	Yes	In N Out Burger
2/11/2014	B	Yes	National Guard Recruiting
2/11/2014	B	Yes	NICKELCADE INC
2/11/2014	B	Yes	PCLAPTOPS LLC
2/11/2014	B	Yes	R & S Mattress
2/11/2014	B	Yes	ROSS DRESS FOR LESS #504
2/11/2014	B	Yes	STAPLES THE OFFICE SUPERSTORE 703
2/11/2014	B	Yes	TRULY NOLEN PEST CONTROL
2/12/2014	C	Yes	AVANTE' PHOTOGRAPHY
2/12/2014	C	Yes	CASH AMERICA INC OF UTAH
2/12/2014	C	Yes	Castle of Chaos

2/12/2014	C	Yes	CHAMPION MEATS INC
2/12/2014	C	Yes	CROWN ELITE
2/12/2014	C	Yes	Crown Elite Warehouse
2/12/2014	C	Yes	ROCKY MOUNTAIN CHRYSLER
2/20/2014	A	Yes	Boot Barn
2/20/2014	A	Yes	Fast Signs
2/20/2014	A	Yes	Piano Gallery
2/20/2014	A	Yes	State Farm
2/20/2014	A	Yes	UINTA GOLF INC
2/21/2014	A	No	DUBS SCRUBS
2/21/2014	A	No	PPG ARCHITECTURAL FINISHES, INC.
2/21/2014	A	No	WASATCH CIVIL CONSULTING ENGINEERING INC
2/21/2014	A	Yes	Farm Bureau
2/21/2014	A	Yes	KEYES INSURANCE SERVICES INC
2/21/2014	A	Yes	Mike Judd Insurance
2/21/2014	A	Yes	PPG ARCHITECTURAL FINISHES, INC.
2/24/2014	C	Yes	AMERICA FIRST CREDIT UNION (BLDG. #3)
2/24/2014	C	Yes	AMERICA FIRST CREDIT UNION (OP CNTR)
2/24/2014	C	Yes	AMERICA FIRST CREDIT UNION DATA CENTER
2/24/2014	C	Yes	AMERICA FIRST RVRDL (COMMERCIAL CENTER)
2/25/2014	C	No	KEN GARFF OGDEN LLC
2/27/2014	A	No	Adrenaline RC Hobbies

2/27/2014	A	No	BACKYARDS INC. (LIFETIME PRODUCTS)
2/27/2014	A	No	PRO COMPUTER
2/27/2014	A	No	Spiral Solutions and Tech Inc
2/27/2014	A	Yes	A1 ALLIANCE COUNSELING SERVICES
2/27/2014	A	Yes	Aflac
2/27/2014	A	Yes	American Family Insurance
2/27/2014	A	Yes	BARTLETT & WEBSTER
2/27/2014	A	Yes	CIVIL ENGINEERING CONSULTANTS
2/27/2014	A	Yes	Cosh
2/27/2014	A	Yes	Curo Home Health & Hospice
2/27/2014	A	Yes	Dyna Quest Technologies
2/27/2014	A	Yes	Evelyn Geilmann, PLC
2/27/2014	A	Yes	GUITAR CENTER #432
2/27/2014	A	Yes	Larry H Miller Used Cars
2/27/2014	A	Yes	Larry Miller Auto Group
2/27/2014	A	Yes	National Coating & Paint Supplies

Condition of the Treasury
Riverdale City and Redevelopment Agency
Report as of January 31, 2014

	<u>Amount of Money on Hand</u>			<u>For the Month Reported</u>		<u>For the Fiscal Year To Date</u>		
	<u>Savings</u>	<u>Checking</u>	<u>Cash Drawers</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Difference</u>
General Fund	\$1,410,157	\$549,840	\$2,000	\$676,981	\$593,756	\$4,564,917	\$4,235,874	\$329,043
Redevelopment Agency, RDA	\$4,364,904			\$27,906	\$6,779	\$955,269	\$240,196	\$715,072
Capital Projects Fund	\$2,924,449			\$1,235	\$0	\$8,768	\$84,544	(\$75,776)
Water Fund	\$2,170,438			\$46,660	\$77,669	\$570,305	\$640,891	(\$70,586)
Sewer Fund	\$2,101,707			\$94,742	\$19,170	\$665,717	\$464,170	\$201,547
Storm Water Fund	\$1,296,817			\$19,328	\$5,890	\$135,108	\$39,250	\$95,857
Garbage Fund	\$226,151			\$28,579	\$25,686	\$200,545	\$154,819	\$45,726
Motor Pool Fund	\$1,379,333			\$24,576	\$70,727	\$289,748	\$770,681	(\$480,933)
Information Technology Fund	\$217,578			\$6,205	\$3,376	\$43,886	\$148,819	(\$104,934)
Total	\$16,091,533	\$549,840	\$2,000	\$926,212	\$803,053	\$7,434,261	\$6,779,245	\$655,016

Lynn Fortie
Treasurer

Notes:

- 1) Savings are held in:
 - a) PTIF (Public Treasurer's Investment Fund), the most recent yield was .51%.
- 2) Checking consists of one account at Wells Fargo Bank: Accounts Payable
- 3) Cash Drawers are located at the Civic Center (\$600), Comm. Ctr.(\$400), Senior's (\$500), and Police (\$500).
- 4) Receipts for sales tax, property tax, road tax and liquor tax are deposited directly into the PTIF account by the paying agency of the State of Utah or Weber County.
- 5) Other receipts are handled through the counter cash drawers mentioned above.
- 6) All disbursements are paid through the checking accounts at Wells Fargo Bank except petty cash items.
- 7) Cash flow and all account balances are monitored daily, savings are transferred from the PTIF to the checking account to cover disbursements as necessary.
- 8) Check disbursements are normally made weekly through the accounts payable system.
- 9) A check register report is available for detailed review of each disbursement made by city and RDA funds.
- 10) Our independent auditors include their review of these accounts in their annual audit report.



COMMUNITY DEVELOPMENT PROJECTS STATUS REPORT
February 14, 2014



EZ Pawn has opened for business at 4068 S. Riverdale Road.



Allstate Insurance Company has opened their office in the 1140 W. Riverdale Road strip mall.



Titlemax is now open in the 1140 W. Riverdale Road strip mall.



Blue Hills Dental will open an office at 4115 S. Riverdale Road.



Vapor-Mania is planning to open a store at 1063 W. Riverdale Road.



**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: E2b

- SUBJECT:** City Administrator's Report
- c. Employee Recognition of staff whose anniversaries fall in the month of March and retirements
 - i. Camille Tesch, 10 years
 - ii. Kelly Rose, 31 years, retirement
 - iii. Larry Hansen, 15 years, retirement

ACTION REQUESTED BY PETITIONER: Information only

INFORMATION: [Employee Recognition of staff with anniversaries in March](#)

[BACK TO AGENDA](#)

Employee Recognition – March 2014 Anniversaries

Years	Employee		Department
7	Tina Nelson		Community Center Clerk
10	Camille Tesch		Police Receptionist
1	Roger Bodily		Fire Chief

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014
AGENDA ITEM: E2c**

SUBJECT: City Administrator's Report
c. Staffing Authorization Plan

ACTION REQUESTED BY PETITIONER: Information Only

INFORMATION: [Staffing Authorization Plan](#)

[BACK TO AGENDA](#)



Riverdale City

Staffing Authorization Plan

As of December 31, 2005		
<i>Department</i>	<i>FTE Authorization</i>	<i>FTE Actual</i>
City Administration	3.00	3.00
Legal Services	5.50	5.50
Community Development	3.50	3.50
Bus Admin - Civic Center	5.75	5.50
Bus Admin - Comm Services	10.00	6.75
Public Works	12.00	11.00
Police	26.00	26.00
Fire	11.50	12.75
Total	77.25	74.00

As of January 31, 2014		
<i>Department</i>	<i>FTE Authorization</i>	<i>FTE Actual</i>
City Administration	3.00	3.00
Legal Services	5.00	5.00
Community Development	3.00	3.00
Bus Admin - Civic Center	5.25	5.25
Bus Admin - Comm Services	8.50	7.75
Public Works	11.00	11.00
Police	22.75	22.75
Fire	15.50	15.25
Total	74.00	73.00

Staffing Reconciliation - Authorized to Actual		
<i>Department</i>	<i>FTE Variance</i>	<i>Explanation</i>
Legal Services	0.00	
Bus Admin - Civic Center	0.00	
Community Development	0.00	
Bus Admin - Comm Services	(0.75)	PT workers not filled
Bus Admin - Civ Ctr	0.00	
Public Works	0.00	
Police	0.00	
Fire	(0.25)	
Totals	(1.00)	Staffing under authorization

Actual Full Time Employees	57.00
Actual Part Time Employees	47.00
Seasonal	0.00

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: E3

SUBJECT: URMMA presentation for elected officials

ACTION REQUESTED BY PETITIONER: Information Only

INFORMATION: [Introduction to URMMA](#)

[Ethics Handout](#)

[BACK TO AGENDA](#)



An Introduction to URMMA

Utah Risk Management Mutual Association (URMMA) is a pool that was formed by municipalities in the State of Utah for the purpose of providing a liability insurance program. URMMA was formed by Interlocal Agreement in 1985 and as such, is a governmental entity. URMMA's unique programs and philosophies were developed by our Board of Directors which consist of one representative from each of our Member cities. The following information will provide some highlights of URMMA's governance and programs.

Governance

- URMMA is totally governed by its Members. All philosophies, programs and practices are approved by our Board.
- Each Member has representation on the Board.

Philosophy

- URMMA's focus has always been on risk management activities that improve our communities first and insurance needs second.
- URMMA's programs are designed to emphasize Member accountability.
- Our risk management and educational services help reduce losses so that premiums remain low.
- Membership in URMMA requires a commitment to risk management.

Coverage

- URMMA provides **\$6,000,000 per occurrence coverage with no aggregate.**
- URMMA's third party liability coverage is very broad and includes bodily injury, property damage, personal injury, public officials errors and omissions and employees benefit liability.
- URMMA's coverage is also very dynamic. Last year our Board voted to add \$100,000 aggregate per member cyber liability coverage.
- Members have the option of purchasing auto physical damage coverage from URMMA for vehicles valued less than \$50,000.
- Members group purchase property insurance coverage through Moreton & Co.
- Property coverage includes \$200 million earthquake/flood coverage shared with other members. By group purchasing this coverage, members have received discounted coverage rates.
- Members are involved with claims throughout the resolution process. We look to our members for settlement authority for **EVERY** claim settlement.

Staff

- URMMA has the following staff who will work directly with your city employees:
 - ▶ Our claims adjuster will handle your claims.
 - ▶ Our claims and litigation manager is attorney who supervises and oversees claims and litigation.
 - ▶ Our risk manager will work directly with your employees to improve risk management in your city. He will also conduct an annual inspection of all departments in your city and provide a written report to your management.
 - ▶ Our education manager will conduct training to all of your employees at your city center. There are more than 50 training topics available.
 - ▶ Our administrative services manager works with your finance department on all invoices, loss reports, website interaction, certificates of insurance, etc.
 - ▶ Our administrative assistant maintains the claims files when a claim is filed against the City.
 - ▶ Our CEO is a former city manager who understands city government and works with our Board to carry URMMA's programs forward.
- All staff services are included in the annual premium. There is no additional charge for any of our services.

Accountability

- In an effort to promote accountability, URMMA claims are subject to a deductible based on the group to which the City is assigned.
- Losses are repaid to URMMA over a five year period.
- When losses are repaid in full, premiums are automatically reduced.
- As City employees focus on risk management, claims are reduced and cities can keep more of their funds in the city for other projects.



MISSION STATEMENT

The Utah Risk Management Mutual Association (URMMA) welcomes the membership of those Utah municipalities dedicated to improving their communities through the prevention and control of loss who are willing to commit time, effort and funds to protect their citizens, employees and public resources. To these ends, the Association will:

1. Assist its members to prevent and control loss by:
 - ▶ Identifying risk;
 - ▶ Reducing risk by training, education and risk transfer;
 - ▶ Adopting appropriate policies, procedures, programs and guidelines;
 - ▶ Sharing ideas and programs;
 - ▶ Controlling loss or further injury after an occurrence or claim.
2. Pool resources to spread the risk of loss where and when appropriate.
3. Protect against catastrophic loss.
4. Reduce costs by the joint purchase of protection and services whenever possible.
5. Maintain long-term financial stability by funding all obligations at responsible levels.
6. Improve the legal and risk management environment by proposing and supporting favorable legislative and regulatory changes.
7. Foster cooperation and joint action with other affected entities.
8. Require a high degree of commitment to the Association's risk management programs by all members.

The Association will emphasize risk management activities that improve our communities rather than insurance. It will strive for excellence in all areas of endeavor. Adequate staff or outside service providers will be hired to provide the services established by URMMA's governing body.

Each member is expected to actively participate in all areas of risk management and to implement the Association's programs. Programs and policies which generally promote responsibility and accountability of individual members are favored. Expenses shall be equitably allocated and shared among the members.

ETHICS

DO NOT:

1. Disclose or improperly use private information acquired in the course of your employment in order to get financial gain or a special privilege or exemption.
2. Use your position to further substantially your own financial interest.
3. Use your position to secure a special privilege for yourself or others.
4. Receive, take, accept, seek or solicit directly or indirectly for yourself or for another a gift of substantial value or an economic benefit tantamount to a gift that (a) would tend to improperly influence a reasonable person in your position, or (b) a reasonable person in your position should know is primarily for the purpose of rewarding you for action already taken.

Number 4 above does not apply to an occasional Nonpecuniary gift having a value of less than \$50.

YOU ARE REQUIRED TO DISCLOSE:

1. *Any time you receive or agree to receive compensation for assisting any person or business in a transaction with the City.*
 - A. *File a sworn statement with the Mayor.*
 - B. *Disclose to your supervisor.*
 - C. *10 days before agreement or receiving compensation, whichever is earlier.*

2. *A substantial interest you own in a business regulated by the City, or if you are an officer or employee of the business.*
 - A. *You, your spouse or a minor child.*
 - B. *File with Mayor.*
 - C. *When first employed and any time your interest changes.*
 - D. *Substantial means at least a 10% interest, but not if \$2000 or less.*

3. *The nature of your interest in a business which is doing or anticipates doing business with the City.*
 - A. *File with the mayor.*
 - B. *Elected officers or appointed members of boards have to also disclose to the board immediately before discussion of the item.*

4. *Any personal interest or investment you have which creates a conflict between your personal interest and your public duties.*
 - A. *File with the mayor.*
 - B. *When you first become employed, or first have the conflict, and whenever it changes.*

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: F1

SUBJECT: Consideration of meeting minutes from:
February 18, 2014 City Council Work Session
February 18, 2014 City Council Regular Session
February 21, 2014 City Council Executive Session
February 22, 2014 City Council Executive Session

PETITIONER: City Recorder

ACTION REQUESTED BY PETITIONER: Approve Minutes

INFORMATION: See attached minutes as follows:

[February 18, 2014 City Council Work Session](#)

[February 18, 2014 City Council Regular Session](#)

[February 21, 2014 City Council Executive Session](#)

[February 22, 2014 City Council Executive Session](#)

[BACK TO AGENDA](#)



Minutes of the **Work Session** of the **Riverdale City Council of Riverdale City** held Tuesday, **February 18, 2014** at 5:31 PM at the Riverdale Civic Center, 4600 South Weber River Drive.

Members Present: Norm Searle, Mayor
Don Hunt, Councilor
Braden Mitchell, Councilor
Michael Staten, Councilor
Brent Ellis, Councilor
Gary Griffiths, Councilor

Others Present: Larry Hansen, City Administrator; Steve Brooks, City Attorney;
Michael Eggett, Community Development Director; Ember Herrick, City Recorder and no members of the public.

Mayor Searle welcomed the Council members stating for the record that all were in attendance and he asked Councilor Griffiths to lead the pledge of allegiance. He said interviews to replace retiring City Administrator Larry Hansen will be conducted by the Mayor and Council in executive session on Friday, February 21, 2014 beginning at noon in the Civic Center conference room. Mr. Hansen said all five candidates have confirmed their interview times with one participating via Skype. Mayor Searle said Strategic Planning will be on Saturday, February 22, 2014 beginning at 8 a.m. and Mr. Hansen said the packet will be available on the website and emailed to the Mayor and Council on Wednesday, February 19, 2014.

Mayor Searle asked for changes or corrections to the previous meeting minutes and Councilor Mitchell said there was a reference in the work session to "Community Development Director Mike Staten" that should be changed to "Mike Eggett". Mayor Searle said he attended local officials day with the Riverdale Youth City Council and three adults, not two as stated in the draft meeting minutes. The city recorder noted the changes. Councilor Ellis asked to be excused from the March 4, 2014 meeting or participate via telephone as he will be out of town. He asked if the appointment of mayor pro tempore should be done in tonight's work session or public meeting and City Attorney Steve Brooks said the nomination should be made in the public Council meeting.

Mayor Searle said the first action item is consideration of Resolution 2014-2 adopting proposed amendments to HR policy chapter 11 compensation and work hours. Mr. Hansen said the changes are primarily housekeeping items to clarify city policy. He said Human Resources Manager Stacey Comeau will be available to answer any questions during tonight's public meeting.

Mayor Searle said the second action item is consideration of Resolution 2014-3 adopting an interlocal agreement between Riverdale City and South Ogden City for animal shelter services. Mr. Hansen said since South Ogden City built an animal shelter Riverdale has

been contracting with them for animal services through interlocal agreements. He said Riverdale Police Chief Dave Hansen did a cost comparison will be able to answer questions during tonight's public meeting. Councilor Griffiths commented on the cleanliness of the shelter and complimented Riverdale Animal Control Officer Bonnie Jones.

Mayor Searle said the third action item is consideration of Resolution 2014-4 adopting a municipal waste water annual report for Riverdale. Mr. Hansen said this report is an annual requirement and Public Works Director Shawn Douglas will be available during tonight's public meeting to answer any questions.

Mayor Searle asked for any proposed changes to the previous RDA meeting minutes and none were noted. Mr. Hansen said he will review the RDA Annual Report to bring the new Council members up to speed and answer any questions about RDA project areas that members of the Board may have.

Mayor Searle said the first action item is consideration of Resolution R2014-1 amending Riverdale's RDA Housing Loan Program policy. Mr. Hansen said Riverdale's four mobile home parks are a significant part of the city's affordable housing and he discussed the history of mobile home ownership and said rents are increasing while homes are aging and state statute won't allow some older units to relocate. According to Mr. Hansen, lenders don't like to loan money for mobile home improvements and so during his tenure Riverdale's RDA loan policy was amended to allow mobile home improvement loans up to \$2,500 for qualified borrowers. He said during the last year Riverdale's RDA loaned \$1,700 to one resident to repair health and safety hazards on his mobile home and the borrower signed a promissory note to repay the debt. Mr. Hansen said another health and safety issue was resolved using donated labor and materials coordinated by Riverdale Building Inspector Jeff Woody. Mr. Hansen said the Mayor and Council can anticipate more RDA loan requests from Riverdale mobile home owners as the homes age and he said in anticipation of this he is proposing an amendment to reduce the RDA loan limit for mobile homes from \$2,500 to \$500.

Mayor Searle said residents in Riverdale's mobile home parks are pleading for relief from rising rents and Councilor Griffiths said he assesses trailers for his church has helped some residents secure donations through a Home Depot program to repair their decks and floors, plumbing and electrical issues. Councilor Hunt said he empathized with mobile home resident Lloyd High who spoke in open communications about health and safety issues but he has concerns that if the city starts giving out handouts an entitlement mentality may spread. Mr. Hansen said that is why he is proposing scaling back Riverdale's RDA loan program for mobile homes. He said some mobile home park owners have approached the city to discuss changing the zoning of their properties which will put residents in a tough situation but is a possibility with proper statutory notice.

Mr. Hansen reviewed the proper role of the RDA and said state law designates tax increment to provide for housing rehabilitation loans and purchase assistance. He said the City Council can only address zoning issues and emphasized that in general municipalities should stay out of the housing business and allow the appropriate state housing authorities to address issues like rising rents in mobile home communities.

Mayor Searle said the next item on the agenda is consideration of adjourning into a closed executive session to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms pursuant to Utah Code §52-4-5(1)(a)(iv). He said the final item is consideration of action on purchase, exchange, or lease of real property. He asked for questions or discretionary items and there were none.

There being no further business to discuss, the Council adjourned at 5:54 p.m. to convene into their regular session.

March 4, 2014

Attest:

Norm Searle, Mayor

Ember Herrick, City Recorder

DRAFT



**RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY –FEBRUARY 18, 2014**

Minutes of the **Regular Meeting** of the **Riverdale City Council** held Tuesday, **February 18, 2014** at 6:00 PM at the Riverdale Civic Center, 4600 South Weber River Drive.

Members Present: Norm Searle, Mayor
Don Hunt, Councilor
Braden Mitchell, Councilor
Michael Staten, Councilor
Brent Ellis, Councilor
Gary Griffiths, Councilor

Others Present: Larry Hansen, City Administrator; Dave Hansen, Police Chief; Steve Brooks, City Attorney; Michael Eggett, Community Development Director; Stacey Comeau, Human Resources Manager; Joel Pippin, Police Officer, Nolan Geilmann, Police Officer; Ember Herrick, City Recorder and three members of the public including David Leahy, Charles Kerkvliet, and Doug Peterson.

A. Welcome & Roll Call

Mayor Searle called the meeting to order and welcomed all in attendance including all Council members.

B. Pledge of Allegiance

Councilor Griffiths led the Pledge of Allegiance.

C. Moment of Silence

Mayor Searle called for a moment of silence when he asked everyone to remember our police officers, fire fighters, and U.S. military service members.

D. Open Communications

Mayor Searle invited any member of the public with questions or concerns to address the Council and there were none.

E. Presentations and Reports

Mayor Searle said interviews for Riverdale's new City Administrator will be conducted by the Mayor and Council in closed executive session on Friday, February 21, 2014 beginning at noon in the Civic Center conference room. He said Strategic Planning will be held on Saturday, February 22, 2014 at the Riverdale Senior Center beginning at 8 a.m. and the public is welcome to attend.

City Administrator Larry Hansen gave a brief summary of the department report included in the packet and asked that any questions be directed to staff. He briefly reviewed the list of employees with anniversaries in January and recognized Nolan Geilmann with 15 years, Joel Pippin with 10 years, and Der Rell Slagowski with five years employment at

Riverdale City. Mr. Hansen reviewed the staffing authorization plan and explained how it has been one of the key to the success of the city's 2005 Action Plan. Mr. Hansen said the better employees are treated, the better service they will provide to the community and he said the effectiveness of this strategy is reflected in the city's benchmarks measuring trends over the past 10 years. He said Riverdale is operating under authorization with 57 full-time and 47 part-time employees.

There were no questions about the Recorder's Report or the Community Development Report.

F. Consent Items

February 4, 2014 City Council Work Session

February 4, 2014 City Council Regular Session

February 11, 2014 City Council Special Session

Mayor Searle asked if there were any changes to the previous meetings minutes and none were noted in addition to those discussed in the work session that "Community Development Director Mike Staten" be changed to "Mike Eggett" and the number of adults who attended local officials day with the Mayor be changed to three not two as stated in the draft meeting minutes.

Councilor Staten nominated Councilor Hunt as Mayor Pro Tem which was seconded by Councilor Ellis.

Motion: Councilor Hunt moved to approve the consent items. Councilor Mitchell seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

G. Action Items

1. Consideration of Resolution 2014-2 adopting proposed amendments to HR Policy Chapter 11 Compensation and Work Hours

Human Resources Manager Stacey Comeau said the majority of the proposed changes to Chapter 11 of Riverdale's HR policy are housekeeping items designed to clarify on call and call back pay for city employees. She asked for any questions and Councilor Mitchell asked how the changes will be received by staff and Mrs. Comeau said employees who are subject to call backs after hours or are scheduled on call should be happy with the proposed changes and other city employees shouldn't be impacted. There were no additional questions or comments.

Motion: Councilor Mitchell moved to approve Resolution 2014-2 adopting proposed amendments to HR Policy Chapter 11 Compensation and Work Hours. Councilor Hunt seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Roll Call Vote: Councilor Staten, aye; Councilor Mitchell, aye; Councilor Ellis, aye; Councilor Hunt, aye; and Councilor Griffiths, aye. The motion passed unanimously.

2. Consideration of Interlocal Agreement between Riverdale City and South Ogden City for Animal Shelter Services Resolution 2014-3

Riverdale Police Chief Dave Hansen said he has investigated several options the city could contract with for animal shelter services and South Ogden is closer and cheaper than Weber County. He recommended the Council adopt Resolution 2014-3 allowing Riverdale to contract with South Ogden for animal shelter services and he asked for any questions about the proposed interlocal agreement. Councilor Hunt asked about the working relationship between Riverdale's Animal Control Officer Bonnie Jones and employees of South Ogden City and Chief Hansen said the animal control officers work well together and fill in for each other. According to Chief Hansen, South Ogden also contracts with Washington Terrace but Ms. Jones is not required to provide coverage for that city under the Interlocal Agreement. Councilor Griffiths said he worked with Ms. Jones for one day and was impressed with how organized and clean the animal pens in the shelter were and Chief Hansen said volunteers primarily clean the pens but Ms. Jones is always willing to help when needed. Councilor Mitchell asked about the costs of contracting with South Ogden City or Weber County and Chief Hansen said the costs were comparable but the proximity and convenience for Ms. Jones and residents will be better in South Ogden. Mr. Hansen said the interlocal agreement requires Riverdale to pay South Ogden City \$14,599.60 annually but the actual cost of animal control services for Riverdale is \$80,000 when you add in Ms. Jones' salary, benefits and vehicle costs. He said in the future the Mayor and Council may want to look at the cost savings of outsourcing Riverdale's animal control services.

Councilor Hunt asked about the price increase from \$8,000 to \$15,000 for Riverdale to contract with South Ogden City and Chief Hansen said South Ogden's Police Chief told him Riverdale is being asked to pay a higher percentage because we have more feral animals than Washington Terrace or South Ogden.

Motion: Councilor Hunt moved to approve Resolution 2014-3 adopting an Interlocal Agreement between Riverdale City and South Ogden City for Animal Shelter Services. Councilor Griffiths seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Roll Call Vote: Councilor Staten, aye; Councilor Mitchell, aye; Councilor Ellis, aye; Councilor Hunt, aye; and Councilor Griffiths, aye. The motion passed unanimously.

3. Consideration of Municipal Waste Water Annual Report Resolution 2014-4

Public Works Director Shawn Douglas said state statute requires a Municipal Water Annual Report and he asked for any questions. Councilor Staten asked about a reference to a sinking fund and Mr. Douglas said he has had several discussions with City Treasurer Lynn Fortie and there is no state requirement that the city establish this type of fund. Mr. Douglas said Riverdale sets money aside in a capital projects fund for repairs and replacements and has a healthy surplus in the sewer budget of Riverdale's enterprise fund. Mr. Hansen explained a sinking fund in accounting terms. Councilor Staten asked if there is any penalty associated with Riverdale's Municipal Waste Water Annual Report not having a sinking fund and Mr. Douglas said there is not and he explained the report is primarily to help staff remain accountable to their elected officials for the state of the city's infrastructure. Mr. Douglas said Riverdale has not had any overflows, backups, or spills into the river in the past two years and is in good standing with the state. Mr. Hansen said if other cities and counties in Utah don't budget for repairs or upgrades and then they may need to consider increasing fees or property taxes to pay for infrastructure upgrades. He complimented Mr. Douglas for managing his budget and infrastructure so well and for submitting an honest and clean report in compliance with state statute. There were no additional questions or comments.

Motion: Councilor Ellis moved to approve Resolution 2014-4 adopting a Municipal Waste Water Annual Report. Councilor Hunt seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Roll Call Vote: Councilor Mitchell, aye; Councilor Ellis, aye; Councilor Hunt, aye; Councilor Griffiths, aye and Councilor Staten, aye. The motion passed unanimously.

Mayor Searle thanked Mr. Douglas and the Public Works staff for their hard work.

H. Discretionary Items

Mayor Searle asked if there were any discretionary items and none were noted

Adjournment:

With no further business to come before the Council at this time, Councilor Mitchell moved to adjourn the meeting. Councilor Hunt seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 6:28 p.m.

Approved: March 4, 2014

Attest:

Norm Searle, Mayor

Ember Herrick, City Recorder



**RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
FRIDAY –FEBRUARY 21, 2014**

Minutes of the **Riverdale City Council** held Friday, **February 21, 2014** at 12:00 PM at the Riverdale Civic Center, 4600 South Weber River Drive.

Members Present: Norm Searle, Mayor
Michael Staten, Councilor
Don Hunt, Councilor
Brent Ellis, Councilor
Gary Griffiths, Councilor
Braden Mitchell, Councilor

Others Present: Larry Hansen, City Administrator

A. Welcome & Roll Call

Mayor Searle called the meeting to order and welcomed all in attendance including all Council members.

Motion: Councilor Griffiths moved to adjourn into closed executive session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a). Councilor Ellis seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

The meeting adjourned into closed executive session at approximately 12:01 p.m.

Motion: Councilor Staten moved to adjourn out of closed executive session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a). Councilor Mitchell seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

G. Action Items

None.

Adjournment:

With no further business to come before the Council at this time, Councilor Staten moved to adjourn the meeting. Councilor Ellis seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 6:00 p.m.

Approved: March 4, 2014

Attest:

Norm Searle, Mayor

Ember Herrick, City Recorder

DRAFT



**RIVERDALE CITY COUNCIL AGENDA
SENIOR CENTER - 4433 S. 900 W.
SATURDAY –FEBRUARY 22, 2014**

Minutes of the **Riverdale City Council** held Saturday, **February 22, 2014** at 3:45 PM at the Riverdale Senior Center 4433 S. 900 W.

Members Present: Norm Searle, Mayor
Michael Staten, Councilor
Don Hunt, Councilor
Brent Ellis, Councilor
Gary Griffiths, Councilor
Braden Mitchell, Councilor

Others Present: Larry Hansen, City Administrator

A. Welcome & Roll Call

Motion: Councilor Ellis moved to adjourn into closed executive session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a). Councilor Hunt seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

The meeting adjourned into closed executive session at approximately 3:45 p.m.

Motion: Councilor Staten moved to adjourn out of closed executive session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a). Councilor Griffiths seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

G. Action Items

None.

Adjournment:

With no further business to come before the Council at this time, Councilor Staten moved to adjourn the meeting. Councilor Mitchell seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 4:09 p.m.

Approved: March 4, 2014

Attest:

Norm Searle, Mayor

Ember Herrick, City Recorder

DRAFT

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: F2

SUBJECT: Review and comment by March 18, 2014 on proposed amendments to Riverdale's Emergency Operations Plan

PETITIONER: Emergency Manager

ACTION REQUESTED BY PETITIONER: Review and comment by March 18, 2014 on proposed amendments to Riverdale's Emergency Operations Plan

INFORMATION: [Riverdale Emergency Operations Plan](#)

[BACK TO AGENDA](#)



Emergency Operations Plan

Riverdale City

Adopted February 5, 2002 Resolution 2002-5

Amended Plan Adopted ? Resolution 2014-?



Preface

The City of Riverdale Emergency Operations Plan establishes a flexible framework for the community's activities to prepare for, respond to, and recovery from all types of major disasters. It outlines the basic procedures and operating protocols for coordinating the combined efforts and resources from all levels of government and various volunteer organizations to assist and protect the City of Riverdale from the effects of disasters, both natural and manmade. The plan is not intended to be inclusive of every potential problem or situation that may arise during the course of such events, but serves as a base from which to start the process of resolving the situations created by the event. The plan consists of several parts, with each part focusing on one or more of the four phases of emergency management.

- Part 1: Provides a hazard analysis and risk assessment that outlines the city's previous disaster history, potential disasters, and what is "at risk" in the community. It also provides background information about the community.
- Part 2: Focuses on the city's initial emergency response to a major emergency / disaster situation and outlines the framework of the response. The operation's plan is supported by Emergency Support Functions which further identify primary and supporting departments and agencies, detail various aspects of the response, and provide for extended response operations as coordinated through the Emergency Operations Center.
- Part 3: Addresses post-disaster recovery activities. It describes procedures to coordinate recovery operations and procedures for obtaining state and federal disaster assistance funds for damage restoration and mitigation projects. It also provides for continuity of operations and an outline of potential activities, priorities, and considerations to guide the city during short term and long term recovery issues.
- Part 4: Consists of an "all-hazards" mitigation plan, based on the hazard analysis and risk assessment that identifies potential projects and activities to reduce and/or eliminate potential risks.
- Part 5: Concentrates on a preparedness plan that outlines activities to prepare for disasters through training and exercise programs and community education and outreach activities.

The Emergency Operations Plan is applicable to all city departments, local community organizations, businesses, and residents in the city. All parts of the plan are exercised and reviewed on a regular basis to ensure that those persons designated to implement various aspects of the plan are familiar with their roles and responsibilities, as well as modifications based on new information, changes in technology, rotation of staff and other changing factors that occur as the community continues to grow.



CITY OF RIVERDALE
EMERGENCY OPERATIONS PLAN

Promulgation

This plan is promulgated as the City of Riverdale's Emergency Operations Plan. The plan is designed to comply with all applicable local ordinances and resolutions and provides policies and procedures to be followed to prepare for, mitigate, respond and recover from emergencies, disasters, and terrorism events.

This plan has been constructed with the best information available and from a planning perspective. It is recognized that as an emergency unfolds and new information becomes available, decisions and actions may be different than the plans envisioned at the time the plan was developed.

The City of Riverdale gives full support to the plan and urges all officials, employees, and others involved in the total emergency management effort, individually and collectively, to do their share in making the City of Riverdale a disaster resistant and resilient community.

This plan supersedes all previous plans.

Promulgated this ____ day of _____, _____.

Norm Searle, Mayor



CITY OF RIVERDALE
EMERGENCY OPERATIONS PLAN

<Insert copy of resolution that adopts the Emergency Operations Plan>



Approval and Implementation

Transmitted herewith is the updated integrated Emergency Operations Plan for the City of Riverdale. This plan supersedes any previous emergency management / civil defense plans promulgated by the City of Riverdale for this purpose. It provides a framework for all city departments to plan and perform their respective emergency functions before, during and after a disaster or other emergency. It is further intended that this document be used as a reference and training aid for all departments and emergency response personnel to ensure efficient and effective response and management of disasters and other emergencies.

This plan may be used to prepare for or to respond whenever there is a disaster or emergency that could significantly threaten human health, property or the environment. The functions of emergency management are under the immediate operational direction and control of the Fire Chief or his/her designee, who becomes the city’s Emergency Manager and coordinates interdepartmental emergency operations and maintains the ultimate responsibility for resolution of conflicts regarding the application of limited resources to a variety of concurrent emergency situations. Upon declaration of a disaster or other emergency, the Emergency Manager or his/her designee is authorized to commit the resources necessary to carry out the provisions contained in this plan.

In accordance with the Homeland Security Presidential Directive (HSPD) 5, all departments and organizations having responsibilities delineated in this Emergency Operations Plan will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state and federal organizations.

Responsibility for coordination of emergency activities with regional, state, and private partners resides with the Emergency Manager or his/her designee and will be accomplished through established liaison roles within the incident or unified command structure as outlined in the National Incident Management System.

The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the Incident Command System.

The plan is in accordance with existing local, state, and federal statutes. It has been approved by the Riverdale City Council and will be revised and updated as required.

Effective Date: ____/____/____

City Administrator

Emergency Manager



CITY OF RIVERDALE
EMERGENCY OPERATIONS PLAN

Record of Plan Distribution

Distribution of this plan is based upon regulatory or a functional “need to know” basis. Copies of the plan are distributed according to an approved control list. Portions of the plan, and its supporting material, may be identified as a protected document and may have distribution restrictions in accordance with the Utah Governmental Records Management Act, as amended.

Copies of the plan may be distributed in ‘hard copy’ format or in ‘electronic’ format. A receipt system will be used to verify and control the distribution process. Receipt of the plan by a department or agency further signifies that the plan was read by these departments and/or agencies and that each understands their roles and responsibilities. Each copy of the plan is numbered for distribution of later revisions.

A master copy of the plan will reside in the City of Riverdale City Recorder’s office.

Control Number	Designated Plan Holders	Format
1	City of Riverdale City Recorders Office – Master Copy	‘hard copy’
2	Mayor and Council	
3	City Administrator	
4	City Attorney	
5	Fire Chief/City Emergency Manager	
6	Police Chief	
7	Community Development Director	
8	Community Services Coordinator	
9	Business Administrator/Treasurer	
10	Public Works Director	
12	City Engineer	
13	Senior Center Coordinator	
14	Building Inspector	
15	Human Resources Manager	
16	Communications Specialist	
17	Accounts Payable Clerk	
18	Administrative Assistant	
19	City of Riverdale- Emergency Operations Center	‘hard copy’
20	City of Riverdale– Electronic copy on Intranet	‘electronic’
21	Weber County Emergency Management	



CITY OF RIVERDALE
EMERGENCY OPERATIONS PLAN

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Copies of the Riverdale Emergency Operations Plan may be made available to other governmental agencies or other stakeholders with emergency management functions as requested for planning and coordination purposes at the discretion of the City Administrator or his/her designee. All other requests for copies of the plan, in whole or in part, should be directed to the City Records Office in the form of a GRAMA Record Request.

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CITY OF RIVERDALE
EMERGENCY OPERATIONS PLAN

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Part 1 - Hazard Analysis & Risk Assessment

Section 1 - Introduction

Identifying the hazards is the first step in any effort to prepare for, respond to, recovery from and engage in activities to reduce community vulnerability through mitigation. The hazard analysis involves identifying all of the hazards that potentially threaten the community and analyzing them individually to determine the degree of threat that is posed by each. The hazard analysis determines; what hazards can occur, how often they are likely to occur, how severe the situation is likely to get, how these hazards are likely to affect the community, and how vulnerable the community is to the hazard.

This information in this hazard analysis should be used as part of the basis for the development of emergency response and operations plans, mitigation plans, and recovery plans. It indicates which hazards merit special attention, what actions might be necessary to reduce the impact of those hazards, and what resources are likely to be needed.

Hazard analysis and risk assessment includes the completion of five steps:

1. Identifying the hazard.
2. Creating a profile of each hazard.
3. Develop a community profile.
4. Compare and prioritize risk.
5. Create and apply scenarios.

Section 2 – Hazard Identification

A community hazard analysis considers all types of hazards. Categories of hazards include natural hazards, such as storms and seismological events, and technological or “man-made” hazards, such as an incident at a nuclear power plant, failure of oil or gas pipelines and other accidents at hazardous materials facilities. Some hazards may be the result of civil or political issues such as a neighborhood that has been the scene of rioting or large demonstrations. Cascading emergencies, or situations when one hazard triggers others in a cascading fashion, are also considered. For example, an earthquake that ruptured natural gas pipelines could result in fires and explosions that dramatically escalate the type and magnitude of events.

The following is a list of the hazards that have occurred, or could potentially occur, in Riverdale City. Identified hazards in Riverdale include both naturally occurring and “man-made” events:

Natural Hazards

- Floods
- Earthquakes
- Wildfire
- Drought
- Pandemics/Epidemics
- Mudslide
- Severe Weather
 - Winter Storms
 - Thunderstorms
 - Tornadoes
 - High Winds/Microburst
 - Heat Wave

Technological & “Man Made” Hazards

- Hazardous Materials Incidents
- Power Outages
- Fallen Aircraft
- Terrorism/Criminal Acts
- Civil Disturbance
- Dam Failure/Canal Break
- Fire
- Nuclear Event

Section 3 – Hazard Profiles

For each hazard identified in Riverdale, a hazard profile has been created which includes some basic information about the hazard, historic and past occurrences and the following information for each:

- **Frequency of occurrence** - how often it is likely to occur. Frequency has been separated into four categories:
 - Highly Likely – nearly 100% probability in the next year.
 - Likely - Between 10 and 100% probability in the next one year, or at least one chance in 10 years.
 - Possible - Between 1 and 10% probability in the next one year, or at least one chance in 100 years
 - Unlikely – Less than 1% probability in the next 100 years.
- **Magnitude and potential intensity** - how bad it can get. Magnitude has been separated into four categories:
 - Catastrophic – Affects more than 50% of the community.
 - Critical – Affects between 25% and 50% of the community.
 - Limited – Affects between 10% and 25% of the community.
 - Negligible – Affects less than 10% of the community.
- **Location** - where in the community this hazard is most likely to occur and the probable spatial extent or how large an area it is likely to affect.
- **Duration** - how long the initial event or occurrence can be expected to last.
- **Seasonal pattern** -the time of year during which it is more likely to occur.
- **Speed of onset** -how fast it is likely to occur. Speed of onset has been separated into four categories:
 - Minimal or no warning
 - 6 to 12 hours warning
 - 12 to 24 hours warning
 - More than 24 hours warning
- **Availability of warnings** - how much warning time there is, and whether a warning system exists.

3.1 Floods

Floods are one of the most common types of hazards in the world and can occur almost anywhere. Flood effects can be local, impacting a neighborhood or community, or very large, affecting entire river basins over a large area. They are often associated with, or triggered by, other disaster events such as severe weather and dam failures. Flooding is defined as the temporary inundation of normally dry land areas.

Not all floods are the same. Some develop slowly over time, maybe days or weeks, while others occur with little or no warning. Flash floods often have a dangerous wall of roaring water that carries rocks, mud, and other debris and can sweep away most things in its path. Overland flooding occurs outside a defined river or stream, such as when a levee is breached, but still can be destructive. Flooding can also occur when a dam breaks, large pipes, canals, or other infrastructure that contain or convey water for irrigation or culinary purposes fail, producing effects similar to flash floods.

Several different types of flooding are possible and can be expected in Riverdale and include; river, flash flood, infrastructure failure including dam failure, urban drainage and subsurface drainage. The Federal Emergency Management Agency (FEMA) in conjunction with the National Flood Insurance Agency has mapped areas of special flood hazards in Riverdale on the Flood Insurance Rate Maps for Weber County. These maps show areas likely to be inundated by the base flood, or “100 year flood”.

Frequency of Occurrence:	POSSIBLE. Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	LIMITED - 10 – 25%
Location:	River flooding can be expected along the Weber River. The potential for flooding also exists along the old channel of canals which transverse the city including the Davis/Weber Canal Co. on Riverdale’s West Bench and the Southeasterly canal along the old river channel that starts at the line between Riverdale and South Weber through the River Glen subdivision on the South end of the city. There is also a third canal called the Riverdale Bench canal beginning on the boarder of Riverdale and Roy on the West side of I-15. Localized floods and flash flooding are possible in all areas of Riverdale City. Subsurface flooding problems near the Weber River and eastern portions of the city. See the FEMA Flood Insurance Rate Map for details on other known mapped special flood hazard areas. An area has also been identified for potential inundation due to failure of the Pineview Dam
Duration:	May last hours or days. Extended periods of flooding may last a week or more in some areas.
Seasonal Pattern:	Flooding may occur at any time from infrastructure or dam failure. Flooding caused by rapid snowmelt will most likely will occur in late spring and early summer. Heavy rain or seasonal thunderstorms may occur in the spring and late summer months creating possible river or flash flooding.
Speed of Onset:	12 to 24 hours warning; may occur with little or no warning.

Availability of Warnings: None. Monitoring of conditions may give some advanced notice. The National Weather Service sometimes issues flood watches and warnings.

Historic Events in Riverdale:

Spring 2011	Several homes were flooded from groundwater seeping into basements in the area of River Glen.
July 11, 1999	40+ homes affected by Weber/Davis Canal Break

3.2 Earthquakes

An earthquake occurs when there is sudden movement between blocks of rock along a break in the earth’s crust. Utah has a significant risk for earthquakes. There are hundreds of earthquakes each year in Utah. While most of these earthquakes are small events, there are a few large enough quakes each year that are felt by humans (about 2%). Earthquakes with a magnitude 5.5 to 6.5 occur about every 4 to 5 years in Utah and the potential exists along the Wasatch Front for earthquakes with a magnitude of up to 7.0 – 7.5 to occur.

Ground shaking is the most damaging and widespread geologic hazard caused by an earthquake and induces many of the other geologic hazards. All areas of Riverdale are susceptible to the effects of ground shaking. Property damage may occur to man-made structures such as buildings, highways, bridges, dams, utility lines and falling objects may cause injuries.

Besides ground shaking, earthquakes may also trigger other geologic hazards such as liquefaction, surface fault rupture, rock falls, landslides and slope failures and sometimes flooding. Liquefaction occurs when loose, wet soils react to ground shaking from large earthquakes (magnitude 5.0 or greater) and act like a thick liquid and become incapable of supporting buildings or other infrastructure. Areas of high liquefaction are located in Weber County, especially in the eastern half of Riverdale City near the Weber River. Surface fault rupture may occur in the area near the fault zone and may range from a few inches to as much as twenty feet. The resulting “crack” may be a few hundred feet to several miles long.



Crews train to respond to building damage caused by earthquakes.

Geologic hazards can occur from an earthquake that occurs from more than 100 miles away. When evaluating the potential risk from earthquake hazards it is important to consider the following;

- The size (or magnitude) of the event and the distance from where it occurs
- The local geology such as the underlying rock type, soil cover and ground water conditions
- Any of the geologic hazards that might result from ground shaking (liquefaction, landslides, etc.)
- The location of, design, and construction methods of man-made structures and utility systems

While no one knows when the next large earthquake in Utah will occur, many researchers and scientists believe that we are “over-due” for a major event based on historic evidence in the geologic record.

Since the mid 1800’s, two largest earthquakes in Utah occurred in Hansel Valley in 1934 (magnitude 6.6) and near Richfield in 1901 (magnitude 6.5). The two most damaging events in Utah occurred in 1962 near Richmond in the Cache Valley (magnitude 5.7) and St. George in 1992 (magnitude 5.8).

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	CATASTROPHIC - More than 50%
Location:	The entire city is at risk for ground shaking. Certain areas are at risk for liquefaction (see map). It does not appear that there is a significant chance for surface rupture.
Duration:	Initial ground shaking may last for a few seconds or nearly a minute or more. The primary event will most likely be followed by aftershocks for hours, days, weeks and possibly months.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard, it could occur at any time.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None.

Historic Events in Riverdale:

Date	Earthquake with a magnitude _____ and epicenter in Riverdale.
------	---

3.3 Severe Weather

Utah is well known for its rapid and often severe changes in weather. Severe weather includes; winter storms, large scale wind events, thunderstorms, lightning, hail, tornadoes, flooding, avalanches and heat waves. While some types of these events can be predicted, others will occur with little or no warning.

Winter Storms

Known for some of the greatest snow on earth, Utah can receive from several inches to several feet of snow in a single storm event. Snowfall is often influenced by the Great Salt Lake which produces localized bands of snowfall and can produce some of the area’s most severe winter storms.

Severe winter storms can significantly impact transportation routes and pose logistical problems with snow removal during prolonged events. Heavy accumulations of snow can lead to property damage, power outages, and force people to stay in their homes for lengthy periods of time. Air

temperatures following the days after a winter storm can become very cold leading to other concerns for people out of power or heat sources.

Frequency of Occurrence:	LIKELY - Between 10 and 100% probability in next one year, or at least one chance in ten years
Magnitude:	CATASTROPHIC - More than 50%
Location:	The entire city is subject to this type of event, although its effects and severity may vary from one location to another.
Duration:	From hours to days. Effects of the storms may last up to a week.
Seasonal Pattern:	Most likely to occur from late fall through spring and may occur day or night.
Speed of Onset:	12 to 24 hours warning
Availability of Warnings:	The National Weather Service issues Watches, Warnings and Advisories.

Historic Events in Riverdale:

Thunderstorms

Thunderstorms occur in Riverdale on an annual basis. Sometimes the intensity of these storms can cause them to be quite destructive to property, create flash floods, and interrupt power services.

Thunderstorms usually affect relatively small areas when compared to other types of disasters. Despite their small size, all thunderstorms are dangerous. They can be the source for other weather related hazards such as tornadoes, lightning, hail, flash floods, and strong winds.

A typical thunderstorm is 15 miles in diameter and lasts about 30 minutes. Of the estimated 100,000 thunderstorms that occur in the United States each year, about 105 are classified as severe. All thunderstorms need three things; moisture to form clouds and rain, unstable air (warm air that can rise rapidly), and something that is capable of lifting air, such as a warm or cold front, mountains or the sun's heat.

Frequency of Occurrence:	HIGHLY LIKELY - Near 100% Probability in the next year
Magnitude:	NEGLIGIBLE - Less than 10%
Location:	The entire city is subject to this type of event, although its effects and severity may vary from one location to another.
Duration:	From a few minutes to hours.
Seasonal Pattern:	Most likely to occur from late spring through early fall. Most common during the afternoon and evening hours and very rare in winter.
Speed of Onset:	6 to 12 hours warning
Availability of Warnings:	The National Weather Service issues Watches and Warnings.

Historic Events in Riverdale:

Tornado

A tornado is a violently rotating column of air extending from a thunderstorm to the ground. Tornadoes are caused by thunderstorms when cold air overrides a layer of warm air, causing the warm air to rise rapidly. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of 1 mile wide and 50 miles long. Tornadoes are among the most unpredictable of weather phenomena. While not very common in Utah, tornadoes have occurred in the Salt Lake Valley.

Tornado Statistics for Utah;

Size of Tornadoes: Funnel diameter is usually 10 to 20 yards wide. Largest reported funnel diameters: 440 yards wide on December 2, 1970; 800 feet wide on September 8, 2002; 200 yards wide on May 30, 1986 and August 30, 1992; 100 to 200 yards wide on August 11, 1999; and 100 yards wide on May 6, 1981 and July 25, 1991.

Duration of Tornadoes: Usually only a few seconds to a few minutes. Greatest amount of time on the ground: 15 minutes on July 9, 1962, July 25, 1991, August 30, 1992, July 24, 1998 and September 8, 2002.

Color of Tornadoes: Usual color- gray or brown. Other colors: black on July 9, 1962; red on July 24, 1981; and white on December 2, 1970 and March 29, 1982. Tornado Statistics for Utah: January 1950 to the Present

Since 1950 there have been 123 confirmed tornadoes in Utah, six of those have occurred in Weber County. Stated monetary damage from all 123 tornadoes is \$173,011,200+. Generally these tornadoes have not been severe, but at least 7 of them have been classified as F2 on the Fujita Intensity Scale, or F-scale, which is used to rate tornado intensity. One tornado, occurring in the Uinta Mountains in August 1993 was classified as a F3.

Tornado occurrence by month in Utah 1950 - 2006:

January	1	July	14
February	1	August	24
March	4	September	21
April	7	October	0
May	29	November	2
June	18	December	2

For more detailed information and statistics see the National Weather Service website at: <http://newweb.wrh.noaa.gov/slc/climate/tornado.php> (as of 27 Feb 2012)

Frequency of Occurrence: POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years

Magnitude: LIMITED - 10 – 25%

Location:	The entire city is subject to this type of event, although its effects and severity may vary from one location to another.
Duration:	Actual tornado may only be active for a few minutes, but the associated storm may last for hours.
Seasonal Pattern:	Most likely to occur from late spring through early fall. Most common during the afternoon and evening hours and very rare in winter.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	The National Weather Service issues Watches and Warnings.

Historic Events in the area near Riverdale:

August 14, 1968	A F2 tornado that formed ahead of a storm front in West Weber, Weber County. The tornado's path was 35 yards wide and had a length of one and one-half miles. Total damage was placed near \$50,000.
April 23, 1990	A tornado in Farr West, Weber County. The tornado was five to 15 yards wide, traveled only about one-tenth of a mile, and lasted less than a minute. Minimal damage.
December 5, 1995	A tornado moving west to east in Pleasant View, Weber County caused damage within a housing area about one-half mile long and 50 to 100 feet wide. Four homes sustained damage.
May 29, 1996	A F1 tornado in North Ogden, Weber County 100 feet wide traveling along the north side of 2100 North for approximately 1-1/4 miles. Estimates of damage along the path of the tornado totaled about \$500,000.
May 21, 1998	A tornado in Roy, Weber County caused some property damage.
August 20, 1998	An F0-F1 tornado touched down at the Weber Memorial Campground in the Causey area of Weber County and left a path of destruction about 50 yards wide and 300 yards long. Some vehicles and structures sustained property damage and some visitors to the campsite sustained minor injuries.

3.4 Wildfire

Wildfire is an uncontrolled fire spreading through vegetative fuels, exposing and possibly consuming structures. They often begin unnoticed and spread quickly and are usually signaled by dense smoke that fills the area for miles around.

A wildland fire is a wildfire in an area in which development is essentially nonexistent, except for roads, railroads, power lines and similar facilities. An urban-wildland interface fire is a wildfire in a geographical area where structures and other human development meet or intermingle with the wildland or vegetative fuels.

Riverdale does have some urban-wildland interface along the Western River and the eastern portions of the city.

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	NEGLIGIBLE - Less than 10%
Location:	Undeveloped areas along the Weber River where natural vegetation is abundant. Other undeveloped areas, open areas, some agricultural areas. See map for further information.
Duration:	Hours to days.
Seasonal Pattern:	Most likely to occur mid-summer through late fall.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None. Some factors may be observed that indicate the potential is higher.

Historic Events in Riverdale:

Most events have been small grass and brush fires. No significant events have occurred.

3.5 Drought

A drought is defined as "a period of abnormally dry weather sufficiently prolonged for the lack of water to cause serious hydrologic imbalance in the affected area." -Glossary of Meteorology (1959). Simply stated, a drought is a period of unusually persistent dry weather that persists long enough to cause serious problems such as crop damage and/or water supply shortages. The severity of the drought depends upon the degree of moisture deficiency, the duration, and the size of the affected area.

There are actually four different ways that drought can be defined.

<u>Meteorological</u>	A measure of departure of precipitation from normal. Due to climatic differences, what might be considered a drought in one location of the country may not be a drought in another location.
<u>Agricultural</u>	Refers to a situation where the amount of moisture in the soil no longer meets the needs of a particular crop.
<u>Hydrological-</u>	Occurs when surface and subsurface water supplies are below normal.
<u>Socioeconomic</u>	Refers to the situation that occurs when physical water shortages begin to affect people.

Impacts of drought:

Lack of rainfall for an extended period of time can bring farmers and metropolitan areas to their knees. It does not take very long; in some locations of the country, a few rain-free weeks can spread panic and affect crops. Before long, we are told to stop washing our cars, cease watering the grass, and take other water conservation steps. In this situation, sunny weather is not always the best weather.

Here in the semi-arid desert climate in Utah, a few weeks without rain are not uncommon. However, when the weeks turn to months, serious problems can arise. Because of the fact that much of our drinking water comes from snowmelt, a dry winter can have serious implications in terms of how much water is available for the following summer season. Most locations have sufficient water reservoirs to make it through one dry winter. The real problem becomes back to back dry winter seasons.

Noticeable effects of drought in the area:

- Lowered water levels in reservoirs
- Lower flows in streams
- Fluctuation in levels of the Great Salt Lake
- Less water recharge in aquifers
- Increased demand for wells

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	CRITICAL - 25 – 50 %
Location:	All areas of the community, may especially impact agricultural areas.
Duration:	Multiple years.
Seasonal Pattern:	Likely to occur in 3 to 10 year patterns.
Speed of Onset:	More than 24 hours warning
Availability of Warnings:	The National Weather Service Forecast Office monitors drought conditions around the country and makes forecasts and predictions regarding drought conditions.

Historic Events in Riverdale:

- 1896 – 1907 Statewide drought conditions
- 1930 – 1936 Statewide drought conditions
- 1953 – 1965 Statewide drought conditions
- 1974 – 1978 Statewide drought conditions
- 1988 – 1993 Statewide drought conditions
- 1999 – 2003 Statewide drought conditions

3.6 Pandemic

A pandemic is an outbreak of an infectious disease, also known as an epidemic, which spreads across a large region of the world. According to the World Health Organization there are three conditions that must be met in order for a pandemic to break out:

- The emergence of a disease new to the population
- The agent infects humans, causing serious illness
- The agent spreads easily and sustainably among humans

The potential for disruption by pandemic is growing larger all the time as more worldwide travel and commerce become common. While it is difficult to predict the magnitude that such an event may have on human activity, there are some scenarios that can be anticipated. Such an event may lead to increased absenteeism for schools and businesses, interruption of services and deliveries, fear, panic, and death.

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	CRITICAL - 25 – 50 %
Location:	All areas of the community.
Duration:	Weeks to months.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard as it could occur at any time. Some events may be likely to occur during the period between late fall and early spring when people are more likely to be indoors and in closer contact with each other.
Speed of Onset:	More than 24 hours warning
Availability of Warnings:	U.S. Center for Disease Control may issue warnings and advisories. Weber County Health Department may issue warnings and advisories.
Historic events around the world:	
165-180 AD	Antonine Plague
1300's	Black Plagued or "Black Death"
1918	"Spanish Flu" (or avian flu)
1950's	Asian Flu
1960's	Hong Kong Flu
2002-2003	SARS
2009-2010	Swine Flu

3.7 Hazardous Materials Incident (HAZMAT)

Hazardous materials are substances that are either flammable or combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive. A hazardous material spill or release can pose a risk to life, health or property. An incident can result in the evacuation of a few people, a section of a facility or an entire neighborhood.

There are a number of federal laws that regulate hazardous materials, including: the Superfund Amendments and Reauthorization Act of 1986 (SARA), the Resource Conservation and Recovery Act of 1976 (RCRA), the Hazardous Materials Transportation Act (HMTA), the Occupational Safety and Health Act (OSHA), the Toxic Substances Control Act (TSCA) and the Clean Air Act.

Title III of SARA regulates the packaging, labeling, handling, storage and transportation of hazardous materials. The law requires facilities to furnish information about the quantities and health effects of materials used at the facility, and to promptly notify local and state officials whenever a significant release of hazardous materials occurs.

Frequency of Occurrence:	HIGHLY LIKELY - Near 100% Probability in the next year
Magnitude:	LIMITED - 10 – 25%
Location:	The entire city is subject to this type of event, although its effects and severity may vary from one location to another and the chemicals involved in the incident.
Duration:	From hours to potentially days, or longer.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard. An incident could occur at any time. Weather may be a factor in how long or how severe an incident is.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None.

Historic Events in Riverdale:

3.8 Power Outage

Widespread power outages may have a significant impact on the community. Typically a power outage is a cascading effect of a larger natural hazard. Since a power failure may be caused by the disruption of power transmission due to an accident, sabotage, natural hazards or equipment failure, the probability of failure occurrences persist. This type of incident, depending on severity, could pose significant health and safety risks and may require the involvement of the local emergency management organization to coordinate provisions of food, shelter, water, heating, etc.

Frequency of Occurrence:	LIKELY - Between 10 and 100% probability in next one year, or at least one chance in ten years
Magnitude:	CRITICAL - 25 – 50 %
Location:	The entire city is subject to this type of event, although its effects and severity may vary from one location to another.
Duration:	May last hours to days.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard as it could occur at any time. Power outages may be associated with the occurrence of another hazard and the most severe effects would be felt during the colder months of the year.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None. Some advance warning may be issued for known outages for maintenance or repair. Advisories may be issued to conserve or to notify of rolling “black-outs” or “brown-outs”.

Historic Events in Riverdale:

Most events have been minor incidents.

3.9 Fallen Aircraft

Riverdale City lies in the flight paths of two airports, Ogden and Hill Air Force Base. Under normal flight patterns most planes landing at these airports make their landing approach from south to north over the city. Other air traffic over the city includes helicopters and small aircraft for various purposes.

While not common, for planning purposes this hazard could also include any other falling objects such as meteor or asteroid, or any other large objects that could create a hazardous situation.

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	NEGLIGIBLE - Less than 10%
Location:	The entire city is subject to this type of event. Most likely to occur in the areas that lie in the flight paths for nearby airports and in agricultural areas where planes are used in crop dusting operations.
Duration:	Initial event, minutes. Effects may last days or weeks.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard, it could occur at any time.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None.

Historic Events in Riverdale:

Date - Small plane crash at HAFB on South end of Riverdale City

3.10 Terrorism / Acts of Violence

Terrorism, as defined under the Homeland Security Act of 2002, is any activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, P.L. 107–296, 116 Stat. 2135 (2002).

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	LIMITED - 10 – 25%
Location:	The entire city is subject to this type of event, although its effects and severity may vary from one location to another. Public gathering places, public works infrastructure, monuments, government buildings, schools, churches, and commercial buildings may be potential targets.
Duration:	Depends on type of event. May be hours, days, or weeks.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard, it could occur at any time and is more likely to occur around public celebrations, annual events, or on anniversary dates of previous terrorist events, and/or other significant dates such as a terrorist or political leader’s birthday, anniversary, etc.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None. Public safety officials are apprised of potential threats on a regular basis. Public awareness may also provide some warning or prevention of terrorist activities.

Historic Events in Riverdale:

3.11 Civil Disturbance

A civil disturbance is the intentional disobedient behavior by an individual or group of people in violation of public policy, laws or regulations, resulting in some form of community disruption.

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	LIMITED - 10 – 25%
Location:	Could occur anywhere in city but more likely at public gathering places, government buildings, schools, parks, commercial areas.
Duration:	Minutes to hours. May depend on the event, numbers of persons involved, etc.

Seasonal Pattern:	There is no seasonal pattern associated with this hazard, it could occur at any time. Most like to occur in combination with another event that creates public outcry, anger, or political unrest.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None.
Historic Events in Riverdale:	

3.12 Dam Failure

The two dams on the Weber River are the Wanship Dam at Rockport Reservoir and Echo Dam at Echo Reservoir, both in Summit County. The Bureau of Reclamation has Emergency Operation Plans for all high and significant hazard dams which is updated annually and exercised every three years.

Hydraulic and Structural Information

The Wanship Dam completed in 1957 has a 175 ft. embankment and a crest length of 2,015 ft. Echo Dam built in 1931 is 158 ft., 836 sq. miles and has a 74,000 acre feet capacity.

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	LIMITED - 10 – 25%
Location:	Areas of potential inundation are identified in the Wanship Dam Emergency Action Plan on the Bureau of Reclamation website. There is no plan for Echo Dam as it is not considered a high or significant hazard following a July 2012 \$50 million seismic retrofit to address potentially unstable subsoil conditions.
Duration:	Hours.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard. Could occur at any time.
Speed of Onset:	12 to 24 hours warning
Availability of Warnings:	None.

Historic Events in Riverdale:

Section 4 - Community Profile

Riverdale is situated in south central Weber County. It was once called "Stringtown" due to the early homes being strung along a single road and the Weber River. It was also known as "Jack Thompson's Settlement" and "Union" before the name of Riverdale was given to the town.

The first settlers in the community were James Graham, his sons George and Robert, and other members of the family. They farmed in the area as early as 1850. Elisha Lane located nearby, as did William Farley, and Rufus Allen. Other early settlers of Riverdale included Adam Fife, Alexander Patterson, Warren C. Child, Thomas Slater, Richard Woolsey, John Child, John C.

Thompson, William Stimpson, Myron Barber Child, and George Ritter.

In 1853, Daniel Burch built a grist mill on the east side of the Weber River. Later he added a saw mill to rip logs and saw lumber for homes. The river bottoms were covered with cottonwood timber which supplied the lumber. In 1858 Apostle John Taylor of the Church of Jesus Christ of Latter-day Saints purchased the mill and made improvements, including the establishment of a carding machine. Richard Dye and Edward Stratton took charge of the grist mill and carding machine.

Other early industries included a blacksmith shop built in about 1860. Matches were manufactured by Hugh Findlay. He packaged them in pasteboard boxes of 200 and sold them for 25 cents a box. Milk was hauled in from the Morgan area and was processed at the Creamery. Settlers also enjoyed the convenience of a canning factory.

The pioneer settlers dug a canal taking water out of the Weber River near the eastern bend for the purpose of irrigating the bottom land. They raised hay, potatoes, vegetables, fruits, and sugar beets.

John Child was the first postmaster. Mail came once a week. Hugh Findlay was the first teacher in the log school house in 1858. The school house was located at about what is presently 1000 West 4400 South. In 1862, a larger log building was constructed, and then replaced by a rock school house in 1865. It served until 1900.

The population of Riverdale in 1878 was 211.

The Town of Riverdale was incorporated March 4, 1946 with Mondell Bennett serving as the first President of the Town Board. Alexander Carlsen and Frank Warner subsequently served as President also. Riverdale became a third class city on July 7, 1956. Edwin G. Anderson, the presiding President, became the first man to officially have the title of Mayor. He was also the first elected mayor. Other mayors who have served the citizens as Mayor include Gail Sanders, Keith N. Oram, L. Leon Poulsen, Ben A. Jones, and Howard Coleman. J. Bruce Burrows is the current Mayor of Riverdale.

According to the 2010 Census, Riverdale City's population is 8,500 residents with approximately 500 home and commercial businesses that thrive because of the city's unique location at the intersection of two Interstate highways and the major thoroughfare Riverdale Road.

The community of Riverdale is situated on the border of Hill Air Force Base (HAFB), which is one of the largest bases for Air Materiel Command. Riverdale enjoys a good relationship with HAFB and is playing an important role in helping to establish the Falcon Hill Aerospace Research Park in cooperation with the Military Installation Development Authority (MIDA). MIDA is working to assist in the commercial development of approximately 550 acres of Air Force Property on HAFB, which will bring industry and jobs to the area.

The business district in Riverdale enhances the economic well being of the area. Riverdale is working hard to attract businesses that will bring a diverse and unique shopping experience. This large business district also provides a tax base that helps city officials keep property tax rates at one of the lowest levels in Weber County.

The large business district, interstates and Riverdale Road provide unique concerns for providing health and safety through the Riverdale Police and Fire Departments. Riverdale has a relatively

large police force and fire department for its population due to the special needs of the area. It is estimated that the day-time population of Riverdale is 50,000 versus the night-time population of 8,500 residents. Businesses and residents appreciate the professional attitude and protection that is provided by the Riverdale Police and Fire Departments. In addition to fighting fires, the Riverdale Fire Department staffs two ambulances to meet the needs of the city and surrounding areas.

Riverdale's Justice Court has an unusually high case load for this type of court because of the highway system that cuts through Riverdale and the important transportation corridor that is provided by Riverdale Road. The Court employs a part time Justice Court Judge, and full-time clerks to handle the case flow. The Riverdale Justice Court also hosts the Riverdale Substance Abuse Court and has had many graduates from this successful program.

Riverdale City is continually striving to plan for the future needs of the city and with all the growth and development it has become increasingly critical to preserve open green space and recreational areas. Riverdale City has completed the section of the river parkway trail that runs through Riverdale and is continuing to work to extend the trail and to preserve open spaces. The trails network is available for the enjoyment of all citizens to walk, bike, or skate and the open space is an area preserved for natural wildlife and habitat. Riverdale residents can also enjoy the outdoors at the city's parks or spend time indoors at the Community Center or Senior Center exercising or participating in a variety of organized sports and activities.

Each year, Riverdale celebrates Old Glory Days on July 4th. The festivities have traditionally included such events as a Sunrise Service and flag raising, fund-raising breakfast and lunch sponsored by the Riverdale Lions Club, a parade down 4400 South, and carnival and vendor booths at Riverdale Park. Old Glory Days ends with a fireworks show at Riverdale Park.

As we look to the future, Riverdale will strive to maintain the current level of city services that residents enjoy while keeping costs down. City officials have added amenities like curbside recycling, parks, baseball fields, soccer fields, tennis and pickleball courts, a splash pad, Veteran's Memorial and amphitheater.

4.1 Geography

Riverdale occupies 4.57 square miles in Weber County and is located South of Ogden, North of Roy and West of the Wasatch Front Mountains. Significant geographic features in Riverdale include the Weber River near the city's eastern boundary which flows from south to north through the city. The elevation in Riverdale is approximately 4,370 at the Civic Center and the majority of the city's soil is suitable for development.

4.2 Property / Land Use

Riverdale has evolved from a community known for its agricultural land use to a community known for its commercial district. Sixty percent of Riverdale is residential and 40 percent commercial with the majority of the city built out. Generally, land use in the city falls into one of the following general uses:

- Residential
- Commercial
- Industrial
- Open Space

4.3 Infrastructure

Road Miles – Public Roads	29.1 miles
Road Miles – Private Roads	? miles

Water Storage Tanks	3
---------------------	---

Tank 1	2 million gallons
Tank 2	2 million gallons
Tank 3	1 million gallons

Culinary Water Lines	37 miles
Storm Drain Lines	20.6 miles
Secondary Water Lines	?

Traffic Control Devices

Riverdale City owns 0 signalized intersections.
UDOT owns 7 existing signals

4.4 Demographics

Riverdale ranks as the 58th largest city in the state and the 7th largest in Weber County. Riverdale City is basically built out and has nearly met its ultimate population projections with limited availability of land for future residential development, a population of 8,543 according to the 2011 Census.

According to the 2010 Census, Riverdale City has a median home value of \$159,700. Riverdale has various alternative housing types. These existing units represent owner occupied mobile homes and trailers, as well as rental units including apartments, duplexes and fourplexes. These housing units total 2,124 dwellings, which represents 51 percent of the 4148 total number of dwellings in the city. Riverdale City has an average of 2.71 persons per household.

Riverdale’s population is educated and 2010 US Census numbers show that 93% have a high school diploma and 16.8% have a college degree.

The reported median age for Riverdale residents is 31.7.

The median household income is \$52,125 with 5.6% of families falling below the poverty level.

4.5 Response Agencies

- Riverdale Police Department
- Riverdale Fire Department
- Riverdale Public Works
- Utah Highway Patrol

4.6 Major Industries / Businesses (Large Employers)

Major Employers

500 - 999 employees

America First Credit Union

250 - 499 employees

Wal-Mart Supercenter

100 - 249 employees

Sam's Club

Target Corporation

Riverdale City

Home Depot

Lowe's

ShopKo

Best Buy

Sportsman's Warehouse

RC Willey

JCPenney

Gordmans

Cutrubus Cadillac, Freeway Mazda and Wasatch Front

Tony Divino Toyota

Larry H. Miller Auto Group, Chrysler Jeep Dodge, Used Car Supermarket

Ken Garff Ogden, Nissan, Honda and Used Cars

Section 5 - Comparing and Prioritizing Risk

5.1 Essential Facilities at Risk (City Owned)

Facility	Location	Function
Riverdale Civic Center	4600 S. Weber River Drive	Daily Civic Operations / Council Chambers / Courtroom / Joint Information Center
Riverdale Police Department	4580 S. Weber River Drive	Police Department
Riverdale Fire Department	4334 S. Parker Drive	Fire / EMS / HAZMAT/ Heavy Rescue / Emergency Operations Center
Riverdale Public Works Building	4600 S. Weber River Drive (rear)	Public Works
Riverdale Community Center	4360 S. Parker Drive	Recreation Center / Possible Sheltering Location
Riverdale Senior Center	4433 S. 900 W.	Possible Sheltering Location / Kitchen and Dining Area

5.2 Essential Facilities at Risk (Non-City Owned)

Facility	Location	Function
Riverdale Elementary	1160 W 4400 S	Possible Sheltering Location
Good Foundations Academy	5101 S. 1050 W.	Possible Sheltering Location
Christian Heritage School	5120 S. 1050 W.	Possible Sheltering Location
LDS Church	1056 W 4400 S	Possible Sheltering Location
LDS Church	4210 S 300 W	Possible Sheltering Location
LDS Church	1175 W 5500 S	Possible Sheltering Location
LDS Stake Center	4000 S Parker Drive	Possible Sheltering Location
Alpine Church	1275 W 5000 S	Possible Sheltering Location
Church	4800 S. 1700 W.	Possible Sheltering Location
Stoney Brooke	4390 S. 700 W.	Possible Sheltering Location

5.3 Infrastructure at Risk

Facility	Location	Function
Tank 1	500 W 5400 S	Water Storage
Tanks 2, 3 and Well 1	5440 S Freeway Park Drive	Water Storage and Supply
Well 2	5102 S 1050 W	Water Supply

Weber Basin Well 1	4800 S 700 W	Water Supply
Weber Basin Well 2	5790 S South Weber Drive	Water Supply
Davis and Weber main canal	south foot hill below Hill AFB	Water Supply
Roy Water Secondary Water	5550 S Freeway Park Drive	Water Supply
Rocky Mountain Power Sub station	3975 S Pacific Ave	Power Supply
Rocky Mountain Power Sub station	4800 S 1500 W	Power Supply
Rocky Mountain Power Sub station	South Weber Drive	Power Supply

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5.4 Other Structures at Risk by Hazard

All structures in the community by type. (May be considered at risk for Drought, Earthquake, Fallen Aircraft, HAZMAT, High Wind, Power Outage, Severe Winter Weather, Terrorism, Thunderstorms, and Tornado)

Type	Subtype	Quantity
Churches	Meetinghouses	6
Commercial	Businesses	296
Public	Civic Center	1
Public	Fire Department	1
Public	Police (Animal Control)	1
Public	Recreation Center	1
Public	Senior Center	1
Residential	Dwellings	?
School		3
School	Accessory	?
		?
	Total	

Flooding Specific

100 year floodplain (Zones A, AH, AO, AE)

Residential (Single Family Dwellings)	?	(?%)
Residential (Accessory Buildings)	?	(?%)
Commercial Businesses?	?	(?%)
Public (Accessory Buildings)	?	(?%)

500 year floodplain (Zone X)

Residential (Single Family Dwellings).....	?	(?%)
Residential (Accessory Buildings).....	?	(?%)
Commercial Businesses?	?	(?%)
Commercial (Accessory Buildings).....	?	(?%)
Public (Accessory Buildings)	?	(?%)

Liquefaction Specific

High

Commercial Business	?	?%
Commercial Office	?	?%
Commercial Accessory	?	?%
Commercial Utility	?	?%
Residential Dwelling	?	?%
Residential Accessory	?	?%
Residential Multi-Dwelling Units	?	?%
Public Building	?	?%
Public Accessory	?	?%
Church Meetinghouse	?	?%

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Church Accessory	?	?%
	?	Total
Moderate		
Commercial Business	?	?%
Commercial Office	?	?%
Commercial Accessory	?	?%
Commercial Utility	?	?%
Residential Dwelling	?	?%
Residential Accessory	?	?%
Residential Multi-Dwelling Units	?	?%
Public Building	?	?%
Public Accessory	?	?%
Church Meetinghouse	?	?%
Church Accessory	?	?%
	?	Total
Low / Very Low		
All structures not in High or Moderate		
	?	Total

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5.4 Risk Index Summary

HAZARD	MAGNITUDE	FREQUENCY	WARNING TIME	SEVERITY	SPECIAL CHARACTERISTICS AND PLANNING CONSIDERATIONS	RISK PRIORITY
Agricultural	Negligible	Possible	24 + hours	Limited	Agricultural areas are being reduced as homes are being built.	Low
Civil Disturbance	Negligible	Possible	Minimal	Limited	Most likely to occur at "major event" or as the result of political issues.	Low
Dam Failure	Limited	Possible	12-24 hours	Limited	Wanship and Echo Dams are a considerable distance away, in 2012 Echo had a \$50 million seismic retrofit.	Low
Drought	Catastrophic	Likely	24 + hours	Limited	Cyclic events. Severity and end of event uncertain.	Low
Earthquake	Catastrophic	Possible	None	Critical	Cannot be predicted. Scientists say that we are "overdue" for a large event in this area.	High
Fallen Aircraft	Negligible	Possible	Minimal	Negligible	Proximity to Ogden and HAFB airports and flight paths makes this possible.	Low
Floods	Limited	Possible	12-24 hours	Limited	Flooding can occur in any part of the city for a variety of reasons	Low
Hazardous Materials Incident	Critical	Likely	Minimal	Limited	Areas near the interstate, railroad tracks and centers of manufacturing are at greatest risk.	High
Liquefaction	Critical	Possible	Minimal	Limited	Will be a cascading effect of an earthquake. Areas near the river are most at risk	Medium
Pandemic	Critical	Possible	24 + hours	Catastrophic	Could require restricting travel, commerce, schools, and other social interactions	Medium
Power Outage	Catastrophic	Likely	Minimal	Limited	Depending on duration of the event, may cause many problems.	High
Severe Winter Weather	Catastrophic	Likely	12-24 hours	Limited	Occurs almost annually. May cause power outages as a cascading event.	High
Terrorism	Critical	Possible	Minimal	Negligible	There are few "targets" in Riverdale but the proximity to HAFB and the Ogden Airport raise the threat level	Medium

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Thunderstorms	Negligible	Highly Likely	6-12 hours	Limited	These events often trigger flooding. Microburst storms have caused many homes to have flooding that are not in a mapped floodplain.	Medium
Tornado	Limited	Possible	Minimal	Limited	Unlikely to occur, but they have been more frequent in Utah in recent years	Low
Wildfire	Negligible	Possible	Minimal	Limited	Will most likely occur near the river or in areas with vegetation.	Low

DRAFT

Section 6 - Hazard Map

6.1 Flood Hazard Map

DRAFT

6.2 Geologic Hazards Map

DRAFT

6.3 HAZMAT Scenarios Map

DRAFT

6.4 Dam Failure / Inundation Map

DRAFT

Part 2 – Emergency Response & Operations

Section 1 – Introduction

The Emergency Response and Operations Plan (hereinafter the “Plan”) of the City of Riverdale (hereinafter the “City”), Utah may be implemented for all types of emergency or disaster events, including both natural and man-made hazards, which may impact the residents of the city. It details the response and initial recovery procedures that the local officials should follow if a disaster strikes.

Departments within the city should become familiar with this plan. As appropriate, each department should formulate their own action plans or emergency operations checklists in coordination with the Emergency Manager, which will be used to complement this plan.

1.1 Purpose

The purpose of this plan is to develop organizational responsibilities within a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency, preserve life and minimize damage, respond during emergencies, provide the necessary assistance, establish a recovery system in order to return the community to its normal state of affairs as quickly as possible, and maintain the high standard of services for those not affected.

This plan is a guide for community leaders and is intended to provide the general information needed to quickly and effectively respond should an emergency situation or contingency arise. It identifies legal and management responsibilities and describes actions and procedures for city officials and residents in responding to most emergency situations. Once this plan is in effect, the City Administrator, or his/her designees, possesses the legal authority to marshal the resources of the community and provide appropriate leadership and direction. This plan promotes speed and efficiency through one channel of authority, so that individual residents, neighborhoods, public employees and public officials can fully cooperate during emergency situations. This plan is a common sense approach to response that encourages action, not reaction. This plan does not take the place of personal, family or neighborhood preparedness.

1.2 Scope

- Applicable to all city departments.
- Establishes policies, strategies, and assumptions.
- Establishes a concept of operations.
- Defines coordination mechanisms to facilitate delivery of assistance.
- Assigns specific functional responsibilities to appropriate agencies and organizations.
- Identifies actions to be taken to coordinate with county, state and federal counterparts as appropriate.
- Provides a source of planning information to local community organizations, businesses and residents within the city.

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1.3 Situations and Assumptions

Situation Overview

The city is exposed to many hazards, all of which have the potential to disrupt the community, cause property damage, and create casualties. Possible natural and technological hazards include the following: (See Part 1 of the Riverdale City Emergency Operations Plan for more detailed information).

Natural Hazards

Floods
Earthquakes
Wildfire
Drought
Mudslide
Severe Weather
 Winter Storms
 Thunderstorms
 Tornado
 High Winds / Microbursts
 Heat Wave
Pandemics / Epidemics

Technological & “Man Made” Hazards

Hazardous Materials Incidents
Power Outages
Fallen Aircraft
Terrorism / Criminal Acts
Civil Disturbance
Dam Failure/Canal Break
Fire
Nuclear Event

Planning Assumptions

1. The city will continue to be exposed to the hazards noted above as well as to others that may develop in the future.
2. City officials recognize their responsibilities with regard to public safety and well-being.
3. City officials will assume their responsibilities in the implementation of the city's Emergency Operations Plan.
4. If properly implemented, this plan will reduce or prevent disaster related losses.
5. Agencies and organizations that support this plan will assist in the planning process and will participate in training classes and exercises which are designed to increase the overall preparedness posture of the city.
6. Riverdale Emergency Management will coordinate the duties and responsibilities of the participating jurisdictions, agencies, and organizations both during the planning, training, and exercise process and in each phase of actual emergency or disaster.
7. In accordance with the Homeland Security Presidential Directive (HSPD) 5, all agencies, departments and organizations having responsibilities delineated in this plan will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state and federal organizations.
8. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the Incident Command System.

Section 2 – Policies

The following policies apply to the City of Riverdale Plan:

- All City of Riverdale officials and emergency interim successors are to be familiar with all duties and responsibilities of their office as detailed in this plan.
- Information contained in this plan is intended to give employees a better understanding of the responsibilities and obligations of their role in emergency response operations with the city. Employees should read, understand, and comply with all provisions of this plan.
- City of Riverdale Departments will develop appropriate plans and procedures to carry out the emergency responsibilities assigned to them in the plan.
- In addition to the policies and procedures contained in this plan, employees are responsible for understanding and abiding by policies and procedures of their respective Department, and/or Division.
- The City of Riverdale reserves the right to revise, supplement, or rescind this plan, or portion of this plan, from time to time as deemed necessary by the City Council and/or the City Administrator.
- The City of Riverdale will integrate its Emergency Operations Plan with other applicable county, state and federal Emergency Operations Plans to provide effective and timely support to residents of the city in the event of a major disaster or emergency.
- The City Administrator, or his/her designee, may present the plan for review by the City Council Annually.

Other policies may be developed by the City Administrator, as deemed necessary, for the effective and efficient use of resources during a disaster. The City Administrator shall be the final interpreter of the provisions of this plan.

Section 3 – Hazard Analysis

The City of Riverdale has developed a hazard analysis for the city. This hazard analysis is an attempt to identify all of hazards that could occur in the city and their impacts upon its residents and infrastructure. See Part 1 of the City of Riverdale Emergency Operations Plan for more details. Part 4 of the City of Riverdale Emergency Operations Plan contains additional hazard analysis on a regional and county-wide basis.

Section 4 – Concept of Operations

4.1 General Operations

It is the responsibility of the city to undertake comprehensive emergency management in order to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the city's capability to respond, assistance may be requested from Weber County, then the State of Utah. The Federal Government will be asked to provide assistance to the State of Utah when appropriate.

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This plan is based on the concept that the emergency functions for various departments involved in emergency management will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. If needed, the efforts that would normally be required for those functions will be redirected to accomplish the emergency task by the department concerned.

The Emergency Operations Plan is concerned with all types of hazardous situations that may develop in the city. It is more than an operations plan in that it accounts for activities before, during and after emergency situations.

Emergency responses may be implemented in stages, as needed using the National Incident Management System (NIMS). The NIMS provides for interoperability and compatibility among federal, state and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, and management of resources and reporting.

The full-scale implementation of the city's emergency management organization involves the activation of the Emergency Operations Center, which serves as an Incident Command post at the highest level within the city. For the purposes of this document, activation of the emergency management organization of the city refers to the activation of the Emergency Operations Center.

4.2 Emergency Operations Plan Activation

This plan will be implemented when an emergency has been declared by the Mayor, or Mayor Pro Tempore in the Mayor's absence, or when an incident is considered imminent or probable and the implementation of this plan and the activation of the Riverdale Emergency Operation Center are considered a prudent, proactive response to the impending incident.

This plan is effective for planning and operational purposes when one of the following conditions is met:

- An incident occurs or is imminent.
- A state of emergency is declared by the Mayor, or Mayor Pro Tempore in the Mayor's absence.
- As directed by the City Administrator and/or the Emergency Manager or their designee.

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4.3 Response Procedures

The Police, Fire or Public Works Departments will generally initiate implementation of the Incident Command System. Any affected department notifies the City Administrator when:

- Needs exceed authority; or
- Actions required are contrary to instructions; or
- Incidents involving multiple deaths; or
- Incidents involving severe environmental damage; or
- Resource needs are greater than those available; or
- Actions have produced unanticipated results; or
- Whenever circumstances are such that the Incident Commander believes the City Administrator should be notified.

Once notified, the City Administrator and the Incident Commander together make an assessment to determine what resources the City Administrator can provide to the Incident Commander. These services may include information, procurement of resources, collection and provision of incident data, and interface with other government authorities.

The City Administrator will keep the Mayor and City Council informed and determines partial or full activation of the Emergency Operations Center (EOC) as necessary. The EOC is activated by the City Administrator, in coordination with the Emergency Manager, if:

- The City Administrator deems it necessary to monitor the incident; or
- The incident requires that the Incident Command System needs to be expanded; or
- To assist the Incident Commander in handling the response to the immediate incident scene
- To support overall management of the incident; or
- Multiple incidents are occurring.

The Incident Command System functions of planning, logistics and finance will be supported at the EOC. At this time, the Incident Command Post in the field becomes an extension of the Operations Group within the EOC.

The Emergency Manager or his /her designee will monitor impending emergencies and actual occurrences. If the situation warrants, the Emergency Manager, or his/her designee, will notify members of key response organizations. When events are such that normal response procedures and/or local resources are inadequate, the city may activate mutual aid agreements, the Emergency Response and Operations Plan, the Emergency Operations Center and/or declare a local "State of Emergency".

The core function of the Riverdale Emergency Management organization is to provide direction, control, and coordination and is responsible to:

- Analyze the emergency situation and decide how to respond quickly, appropriately, and effectively;

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- Direct and coordinate the efforts of all city departments;
- Coordinate the response with the efforts of other local, county, state and federal entities, plus those of voluntary organizations and the private sector; and
- Make effective and efficient use of resources.

During the life cycle of an emergency, the composition and focus of the direction, control, and coordination function is likely to change significantly. The direction, control, and coordination function is the first to be established and the last to be deactivated. The functional annexes and associated appendices are activated in support of the direction, control, and coordination function as needed. A phased approach is used throughout the response to ensure the appropriate resources and staffing are in place to accomplish the operational objectives.

4.4 Declaration of a Local State of Emergency

Upon the recommendation of the City Administrator, the Mayor may issue an executive order or proclamation that a state of disaster or severe emergency exists in the city. The executive order or proclamation shall indicate the nature of the disaster, the area threatened or affected and the conditions creating the disaster or emergency.

The Mayor, is the only individual who may issue an official local “State of Emergency” declaration. This declaration must be issued before county, state and/or federal assistance can be requested. (*UCA § 63K-4-301 (1) (a)*)

The rationale for declaring an official local “State of Emergency” is threefold:

- To acknowledge that the local jurisdiction has experienced a disaster and has responded to the best of its ability.
- To alert Weber County Emergency Management and State of Utah Department of Public Safety, Division of Emergency Management that local resources are being fully utilized and that county and state assistance may be requested; and
- To empower the local officials to take extraordinary measures necessary for protecting life, property and the environment while affording some safeguards against legal liability.

A copy of the declaration shall be forwarded to Weber County. (*UCA § 63K-4-301(4) (a)*)

The declaration of a “State of Emergency” by the Mayor, or Mayor Pro Tempore, shall be valid for a period not to exceed 30 days. If the emergency exceeds thirty days, it must be declared by the City Council. (*UCA § 63K-4-301 (1) (b)*)

Additional information regarding disaster declarations is found in ESF 5.

4.5 Activation of the Emergency Operations Center (EOC)

General

The nature and scope of the incident determine the type of coordination facility to be established or activated in cases where the emergency is citywide or extremely severe. This will be in addition to Incident Command Post(s) established to coordinate site response. The EOC allows the Incident Commander(s) in the field to focus on the incident and serves as a conduit for information. The goal of the EOC is to promote problem resolution at the lowest practical level. The EOC is capable of operation on an intermittent or continuous basis for as long as the situation requires.

The EOC plays a critical support role to the on-scene response by:

- Acquiring, allocating, and tracking resources.
- Managing and sharing information.
- May assist in establishing response priorities among incidents.
- Providing legal and financial support.
- Authorizing emergency expenditures.
- Acting as a liaison with other jurisdictions and other levels of government.

The EOC plays a critical support role to community residents by:

- Providing critical public information.
- Integrating the response and recovery efforts of private and non-profit organizations.
- Establishing recovery priorities in the community.
- Painting a vision of the “new normal”.
- Organizing financial support for long term recovery efforts.

EOC Location

The primary Riverdale EOC is located at the Riverdale City Fire Department building located at 4334 S. Parker Drive Riverdale, Utah and serves as a protected site from which local government officials coordinate, monitor and direct emergency response activities during an emergency. In the event that it becomes impossible or impractical to use the primary location, the EOC will be moved to an alternate location.

Alternate Locations

Determination of the use of an alternate location will be made by the City Administrator and/or the Emergency Manager as needed. The city may consider use of the following locations, as available or practical, based on the nature of the situation, available assets and needs of the community.

Riverdale Civic Center Building	4600 S. Weber River Drive
Riverdale Community Center	4360 S. Parker Drive

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Riverdale Senior Center 4433 S. 900 W.

Other locations in the community may be used as determined or available.

Activation

The EOC is activated at the request of City Administrator, in coordination with the Emergency Manager

Levels of Activation and Staffing

Activation and staffing for the EOC will depend upon the scale of the emergency or disaster. Any time the EOC is activated, administrative support personnel are required. The level of staffing will be determined by the City Administrator and/or the Emergency Manager, depending upon the situation. There are three levels which assist in determining the level of staffing and to facilitate coordination and response to the emergency with other agencies:

1. Level I – Full Scale Activation

Level I is a complete mobilization and operation of the EOC with full staffing, as available. The EOC may be operated on a 24 hour schedule due to the severity of the event.

2. Level II – Limited Activation

Level II is limited agency activation. Coordinators of primary Emergency Support Functions (ESF) that are affected will be notified by the Emergency Manager, or his/her designee, to report to the EOC. All other ESFs are alerted and put on standby. All agencies involved in the response may be requested to provide a representative to the Riverdale City EOC. These emergencies require a limited staff to direct and support needed EOC operations. Only those functions which are necessary to support the response to the emergency are activated.

3. Level III - Monitoring Activation

Level III is a preparatory step taken upon the receipt of a warning for a potential disaster or emergency condition. The Mayor and Council are apprised of the event, evaluate the situation and, if conditions warrant, appropriate individuals and agencies are alerted and advised of the situation and instructed to take appropriate action as part of their everyday responsibilities. The EOC may be activated with only administrative staff that assesses the situation and they may escalate the activation if needed. This level typically involves observation, verification of appropriate action, and follow-up. Notifications may be made to potentially affected departments and other agencies or jurisdictions. The EOC may be set up, prepared for operations, and communications equipment tested and made operational. The day-to-day operations are typically not altered and the management structure stays the same.

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Staff at the EOC

Staffing at the EOC may involve any or all of the following working groups:

1. Policy Group. The policy group is responsible for developing policy, prioritizing actions, and coordinating the overall emergency response. Members of the policy group include:
 - City Administrator
 - Emergency Manager
 - City Attorney

As needed, or required by the type and magnitude of the incident, department heads, elected officials, and/or other subject matter experts may be asked to participate with the policy group.

2. Operations Group. The operations group normally functions in coordination with operations in the field and will coordinate implementation of response actions among the participating organizations and ensure that the policies, activities and resources are implemented according to the decisions of the policy group. Members of the operations group may include:

- Emergency Manager/Fire Chief, or designee
- Police Chief, or designee
- Public Works Director, or designee
- Community Services Coordinator, or designee
- Treasurer, or designee
- Outside agencies (as needed or required by the incident)

3. Planning Group. The planning group is responsible for the collection, dissemination and use of the information about the development and status of resources. This will involve receiving status reports from all incident commanders in the field, analyzing the data received, thinking ahead, briefing and making suggestions to the policy group, and tracking the status of resources. Members of this group will be dependent on the type and magnitude of the event and may include:

- Community Development Director, or designee
- City Recorder, or designee
- City Engineer, or designee
- Risk Manager / Analyst (Liaison)
- City staff, as needed
- Outside agencies (as needed or required by the incident)

4. Logistics Group. The logistics group is responsible for providing facilities, services and materials for the incident. This includes health services, food and shelter, transportation, personnel, volunteers, supplies and equipment. Members of this group will be dependent on the type and magnitude of the event and may include:

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- Community Services Coordinator, or designee
 - Treasurer, or designee
 - Human Resources Manager, or designee
 - Public Works Director, or designee
5. Finance Group. The finance group is responsible for tracking and implementing procurement paperwork, keeping records of all incident costs, and evaluating the financial considerations of the incident. Members of this group include:
- Treasurer, or designee
 - Accounts Payable Clerk
 - City staff as needed
6. Information / Intelligence Group. This group may be formed to receive and manage information and intelligence reports, as required or needed, for the purpose of analyzing and prioritizing incident related information. This group may work with outside agencies or fusion centers. Members of this group may include:
- Public Information Officer, or designee
 - City Recorder, or designee
 - City staff as needed

The notification of individuals to report to the EOC will be accomplished using communication methods that are most functional and available, such as:

- Landline telephone
- Cellular phone
- Text message
- E-mail
- Alternate methods such as; amateur radio, message runners

Emergency Support Functions (ESF) / Support Annexes (SA)

The EOC will be organized based on the Incident Command structure to support response and recovery operations. This structure will be supported by the use of ESF annexes. ESF annexes describe expected mission execution for each emergency phase and identify tasks assigned to members of the ESF, including nongovernmental and private sector partners. Each ESF is composed of departments/local agencies and voluntary organizations that are grouped together to support the activities of the EOC staff and field operations.

The support annexes describe the framework through which the city's departments and divisions, the private sector, not-for-profit and voluntary organizations and other nongovernmental organizations coordinate and execute the common emergency management strategies. The actions described in the support annexes apply to nearly every type of emergency. Each support annex identifies a coordinating department/division, as well as any supporting departments or other agencies. In some instances, two departments or agencies share coordinating agency responsibilities.

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An ESF coordinator will be identified for each ESF. Riverdale departments have been designated as primary and support departments for each ESF according to authority, resources, and capability to coordinate emergency efforts in the field of each specific emergency support function.

Primary departments, with assistance from one or more support departments or agencies, are responsible for coordinating the activities of the ESF and ensuring that tasks assigned to the ESF are completed successfully.

ESF operational autonomy tends to increase as the number and complexity of mission assignments increases following an emergency event. However, regardless of circumstances, the ESF will coordinate with the operations group in executing and accomplishing their missions.

Below is a table summarizing primary and supporting roles for departments and divisions of the city for each ESF.

Department or Division	Emergency Support Functions														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Animal Services											P		S		
Community Services						P	S				S				
Emergency & Risk					P	S		S							
Engineering	P		S			S			S			S		S	
Finance					S		P							S	
Fire		S		P	S	S		P	P	P			S		S
Government Services					S		S								
Growth Services														S	S
Information & Records		P			S	S	S								P
Legal & Legislative					S	S								S	S
Planning, Building, & Zoning	S		S												P
Police	S	S		S	S	S	S	S	S	S				P	S
Public Works	S	S	P	S			S		S	S		P	S		

P = Department or Division has primary or “lead” responsibility for this ESF
S = Department or Division has a significant supporting role for this ESF

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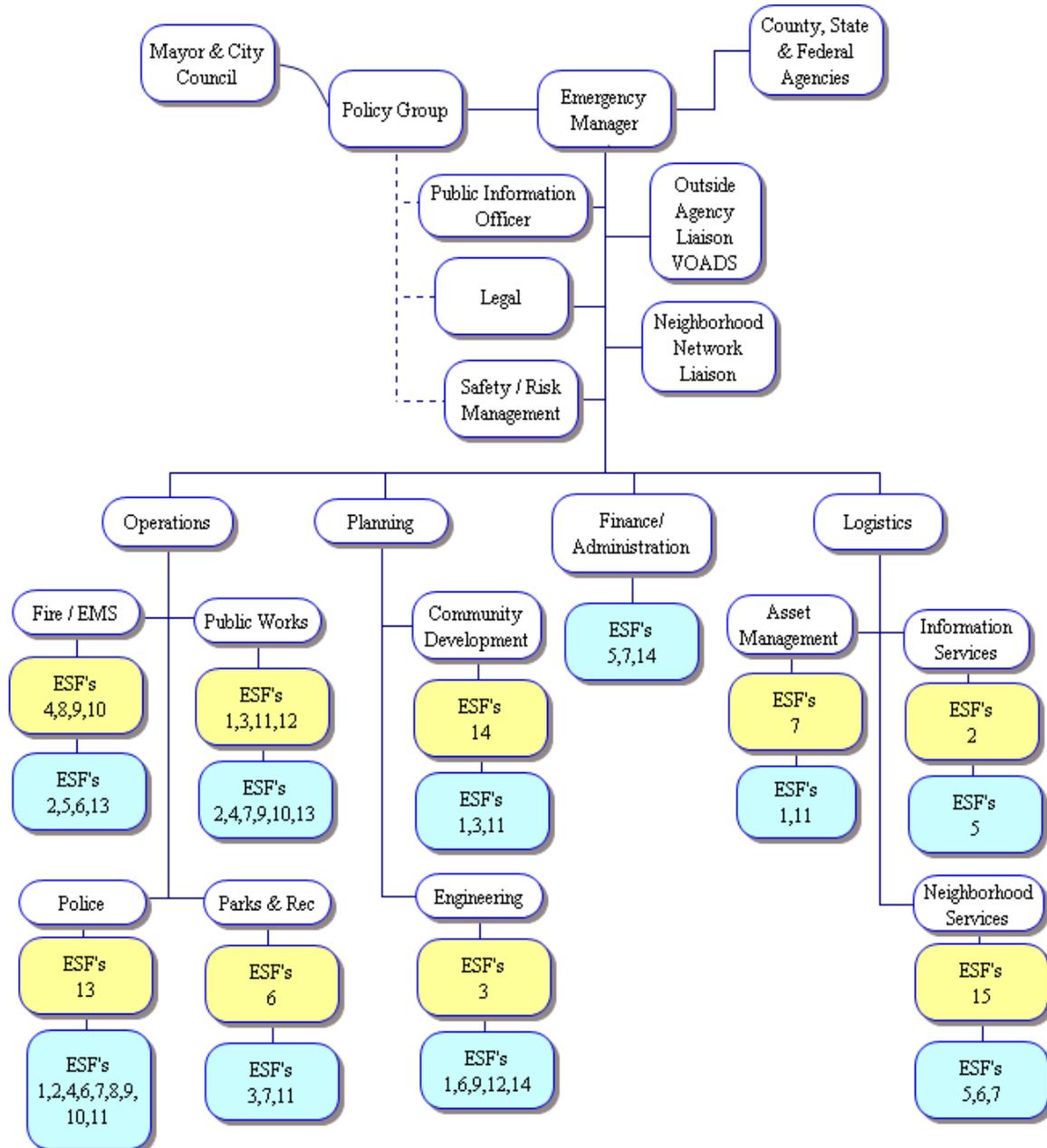
Summary of Riverdale Emergency Support Functions

Emergency Support Function	Primary Department	Supporting Departments	Supporting Agencies
ESF 1 Transportation	Police	Fire Public Works Community Development	UDOT and UTA
ESF 2 Communications	Police	Fire Public Works Information & Records	Dispatch and Amateur Radio Emergency Services
ESF 3 Public Works & Engineering	Public Works	Engineering PB&Z Community Development	UDOT
ESF 4 Firefighting	Fire	Police Public Works	Weber/Davis County Fire Agencies
ESF 5 Emergency Management	Fire	Finance Government Services Information & Records Legal & Legislative Police	Weber County Health Department/Weber County Sheriff's Office/American Red Cross
ESF 6 Mass Care, Housing & Human Services	Community Services	Emergency Mgmt. Fire Information & Records Legal & Legislative Police	Weber County Weber School District American Red Cross
ESF 7 Resource Support	Finance	Community Services Government Services Information & Records Police Public Works	American Red Cross
ESF 8 Public Health & Medical Services	Fire	Emergency Mgmt. Police	Weber County Health Department/Weber County
ESF 9 Search & Rescue	Fire	Engineering Police Public Works	Weber/Davis County Fire Agencies and Urban Search and Rescue
ESF 10 Oil & Hazardous Materials	Fire	Police Public Works	Weber/Davis County Fire Agencies
ESF 11 Agriculture & Natural Resources & Animal Control	Police – Animal Control	Public Works Community Services Community Development	South Weber Animal Shelter and Weber County Animal Services
ESF 12 Energy (Public Utilities)	Public Works	Engineering Community Development	Questar Rocky Mountain Power
ESF 13 Law Enforcement	Police	Fire Public Works	Weber County Sheriff's Office and Utah Highway Patrol
ESF 14 Long Term Community Recovery	Community Development	Engineering Finance Legal & Legislative	

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ESF 15 External Affairs	Information & Records	Police Legal & Legislative	
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Organization of the Emergency Operations Center



- | | |
|---|--|
| <ul style="list-style-type: none"> ESF #1 - Transportation ESF #2 - Communications ESF #3 - Public Works & Engineering ESF #4 - Firefighting ESF #5 - Emergency Management ESF #6 - Mass Care, Housing & Human Services ESF #7 - Resource Support ESF #8 - Public Health & Medical Services ESF #9 - Urban Search & Rescue | <ul style="list-style-type: none"> ESF #10 - Oil & Hazardous Materials Response ESF #11 - Agricultural & Natural Resources ESF #12 - Energy ESF #13 - Public Safety & Security ESF #14 - Long Term Community Recovery ESF #15 - External Affairs |
|---|--|

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Preservation of Records

In order to develop after action reports, all messages and logs will be maintained and submitted to the Emergency Manager immediately after deactivating emergency operations.

Section 5 – Organization and Assignment of Responsibilities

5.1 City of Riverdale Departments

City officials and staff share the responsibility for the planning necessary to minimize losses and provide relief from disasters. This shared responsibility includes activities to ensure mitigation, preparedness, response and recovery.

Planning activities should provide for ongoing programs that prevent loss of life and property damage, and establish response and recovery capabilities to restore normalcy in the disaster area within the shortest possible time. Operational plans will achieve specific objectives related to the goals of emergency planning. The designation of responsibilities is based on the unique capabilities of each city department.

The following is the assignment of emergency functions to positions and departments of the City of Riverdale in addition to their normal duties. The function applies to all parts of the Emergency Operations Plan when a specific part is not designated. Each department is responsible for developing and maintaining its own Standard Operating Guidelines (SOGs), which must address the following responsibilities. This plan contains Emergency Support Function (ESF) annexes which further define the delegation of responsibilities and outline non-city agencies with a role in emergency response activities.

City Government

In General, the City of Riverdale should be prepared to:

1. Direct and control local response to a wide variety of disasters.
2. Provide immediate response through local resources and personnel. Establish readiness procedures that ensure proper training, notification of personnel and the availability of personnel material and equipment in an emergency.
3. Establish and activate mutual aid agreements when specific aid is needed.
4. Request assistance from state and federal government when 1) local resources are fully committed and found to be inadequate and/or 2) a particular capability is required but is not available locally.
5. Participate in state and federal efforts to accomplish hazard mitigation plans and studies.

Mayor

The emergency powers of the Mayor include, but are not limited to:

1. The authority to issue a declaration of a local emergency.
2. Utilizing all available resources of the city as reasonably necessary to manage a local emergency.

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3. Suspending the provision of any city ordinance prescribing the procedures for conduct of city business if strict compliance with the provision prevents, hinders, or delays necessary actions in coping with the emergency.
4. Issuance of orders for evacuation.
5. Suspending or limiting the sale of some items.
6. Invoking the provisions of any mutual aid agreement entered into by the city.

City Council

The City Council acts as the legislative body for the city.

1. Support and enact resolutions and ordinances in support of emergency preparedness, mitigation response and recovery activities.
2. Ratify Mayor's declaration of emergency when the duration of the emergency exceeds 30 days.
3. (See also Riverdale City Council Guide to Disaster Operations).

City Administrator

The emergency duties of the City Administrator include, but are not limited to:

1. Activating the Riverdale Emergency Response & Operations Plan when needed.
2. Coordination with the Mayor and City Council.
3. Use all the available resources of the city as reasonably necessary to cope with the disaster.
4. Transferring the direction, personnel, or functions of city departments for the purpose of performing or facilitating emergency operations.

Emergency Manager

The Emergency Manager acts as an advisor to the City Administrator for disaster mitigation, preparedness, response and recovery. The Emergency Manager shall be responsible to:

1. Direct the efforts of all city departments with regard to the development and evolution of this plan.
2. Establish a system for reporting, analyzing, displaying and disseminating emergency preparedness information.
3. Coordinate the activities of the departments and other agencies in preparing for, and operating in disasters.
4. Develop, coordinate and monitor mutual aid agreements and memoranda of understanding for emergency aid and assistance.
5. Receive, review and approve departmental emergency operations plans.
6. Establish and direct operation of the Riverdale Emergency Operations Center.
7. Establish procedures to document the recovery efforts and expenses and act as the city's applicant agent in accordance with state and federal disaster assistance programs.
8. Coordinate military assistance.
9. Coordinate warning operations.
10. Coordinate evacuation operations.

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Department Heads

Riverdale City Department Heads are responsible for emergency operations within their departments as follows.

General

1. Continuing to perform routine day-to-day departmental tasks as needed.
2. Providing departmental technical/operational response to disasters or their effects.
3. Developing, maintaining and exercising plans for performance of the disaster functions assigned to that department in this plan.
4. Providing EOC representation as required in this plan or as requested by the City Administrator or Emergency Manager.

Specific

1. Police
 - a. Provides law enforcement services.
 - b. Provides for evacuations.
 - c. Provides communications.
 - d. Provides traffic control.
 - e. Augments search and rescue activities.
 - f. Augments recovery and identification of victims.
 - g. Provides warning systems.
 - h. Provides animal control services.
2. Fire / EMS
 - a. Provides fire service.
 - b. Provides emergency medical services.
 - c. Provides search and rescue.
 - d. Provides recovery and identification of victims.
 - e. Provides hazardous materials assessment and establishes protection measures to mitigate effects.
 - f. Augments evacuation
 - g. Augments warning systems.
3. Public Works
 - a. Provides debris removal and clearing rights of way.
 - b. Provides repair / restoration of water / sewer utility services.
 - c. Provides heavy equipment resources.
 - d. Provides the coordination of electrical power repair / restoration to facilities.
 - e. Provides coordination of emergency transportation assets.
 - f. Provides flood control and mitigation.
 - g. Coordinate the use and maintenance of city fleet vehicles.
 - h. Augments search and rescue
 - i. Augments damage assessment / survey.
 - j. Augments fire service operations.
 - k. Augments traffic control.
4. Planning, Building, & Zoning / Engineering
 - a. Provides damage assessment / survey.

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- b. Provides direction of FEMA Flood Insurance Program.
 - c. Provides condemnation of damaged structures.
 - d. Provides coordination of utility restoration.
 - e. Augments coordination of access to damaged structures.
 - f. Coordinate damage assessment and repair of city owned structures.
5. Community Services
- a. Supports the operation of shelters.
 - b. Maintain the EOC and other support facilities, as necessary.
6. Legal & Legislative
- a. Provides legal counsel.
 - b. Provides guidance for the development of ordinances and resolutions in support of emergency operations.
 - c. Review actions taken to ensure compliance with local, state and federal laws and regulations.
 - d. Coordinate documentation of potential liability claims arising from the emergency.
7. Government Services
- a. Coordinate the use of city human resources during the emergency.
 - b. Provides coordination of volunteer resources.
 - c. Provides coordination for donated materials and goods.
 - d. Coordinate with agencies providing human services.
 - e. Augment EOC operations.
8. Finance / Admin Services
- a. Provides accounting and financial services for receipt and disbursement of emergency funds.
 - b. Provides procurement and availability of supplies, equipment and material.
 - c. Coordinate and support the acquisition of requests for equipment and supplies.
 - d. Augments EOC operations.
9. Information & Records
- a. Provide technical support of computers, networks, communication equipment, data management, etc.
 - b. Provide geographic information system support to manage data, produce maps and provide analysis, as needed.
 - c. Protect the city's computer systems, networks and data files in the event of a disaster.
 - d. Provides direction and control of public information through the preparation and release of official information and statements by city officials.
 - e. Augments EOC operations.
10. Community Development
- a. Coordinates response and recovery with local business.

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5.2 County Agencies

General

Weber County may be asked to support the City of Riverdale emergency management efforts when local resources are fully committed and additional resources are required beyond the city's ability to respond. Weber County may coordinate with other county agencies or departments as required by the situation, and if needed, may make requests for additional aid from state resources.

Specific

Weber County Government

1. Weber County Emergency Management
 - a. May provide disaster management related information.
 - b. May coordinate and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the county EOC.
2. Weber County Department of Human Services
 - a. May coordinate and lead county resources, as required, to support local governments and voluntary agencies in the performance of mass care, emergency assistance, housing, and human service missions
 - b. May provide direction to operation of ESF 6, assign ESF personnel to requests for assistance, and ensure that requests for assistance are met, documented and prioritized
 - c. May inform critical personnel and supporting agencies of their role in the event of an emergency or disaster
 - d. May coordinate and provide emergency public information through the joint information center.
 - e. May provide coordination with special needs community and ESF 6 activities.
 - f. May provide services that support other feeding operations.
 - g. May provide staff and support as part of an integrated case management system
3. Weber County Division of Animal Services
 - a. May provide support to ensure an integrated response to provide for the safety and well-being of household pets and companion animals.
 - b. Serves as the coordinating agency for all other animal support organizations in the county.
 - c. May identify and provide qualified veterinary medical personnel for incidents/events requiring veterinary medical services or public health support for household pets and service animals.
 - d. Coordinates and provides emergency and disaster-related veterinary medical care services to impacted animal populations in or outside of shelter locations until local infrastructures are reestablished.
 - e. Provides veterinary public health, zones to notice disease control, environmental health, and related service coordination.

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Non-Weber County Government

1. Weber / Morgan Health Department

- a. May provide subject matter expertise, consultation and technical assistance to ESF 6 partners on disaster human services issues.
- b. May provide medical staff and support to augment health services personnel as appropriate.
- c. May provide medical care and mental health services for impacted populations either in or outside the shelter locations in accordance with appropriate guidelines.
- d. May provide technical assistance for shelter operations related to food, vectors, water supply, and waste water disposal.
- e. May assist in the provision of medical supplies and services, including durable medical equipment.
- f. May coordinate overall needs assessment and monitor potential health hazards.
- g. May coordinate and provide emergency public information through the joint information center.

2. Weber County Emergency Dispatch Center

- a. Operates as a 24-hour 7-day a week dispatch center.
- b. Provides after hours notification for the emergency management staff, responders and the media if conditions, such as threat to life and property and safety of the responders is warranted.

3. Weber Human Services

- a. Supports ESF 8 public health and medical services

5.3 State Agencies

General

The Utah Department of Public Safety, Division of Emergency Management supports the City of Riverdale emergency management efforts when local resources are fully committed and additional resources are required beyond the local entity's ability to respond. The Division of Emergency Management may coordinate with other state agencies as required by the situation, and if needed, may make requests for additional aid through emergency management assistance compacts with other states or from other federal resources.

Specific

1. Utah Department of Public Safety, Division of Emergency Management
 - a. Coordinate the state's response to disasters.
 - b. Activate emergency management assistance compact requests.
 - c. Coordinate requests for federal disaster assistance.

5.4 Federal Agencies

General

The Federal Emergency Management Agency (FEMA) is responsible for coordinating the federal government's role in preparing for and mitigating the effects of responding to and recovering from all types of disasters. The federal government may be asked to support the State of Utah emergency management efforts when state and local resources are fully committed and additional resources are required beyond the state's ability to respond.

Specific

1. Federal Emergency Management Agency(FEMA)
 - a. May provide disaster management related information.
2. National Weather Service
 - a. Provide weather information.
 - b. Issue severe weather watches and warnings.

5.5 Non-governmental Agencies

General

Non-government agencies may provide additional services in response to coordinating the response and recovery efforts for all types of disasters. These agencies may be called upon to perform a variety of services.

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Specific

1. American Red Cross
 - a. May provide staff to work daily at the EOC in support of mass care and sheltering activities.
 - b. May provide subject-matter expertise on regulations, policy, and all relevant Red Cross issues, including general mass care planning, preparedness, and response and recovery activities as ARC specific activities in these areas.
 - c. Provide information on current Red Cross mass care activities as required.
 - d. Support reunification efforts through its Safe and Well website and in coordination with government entities as appropriate.
2. Amateur Radio Emergency Services (ARES)
 - a. May provide communication support
 - b. OARC the Ogden Amateur Radio Club <http://www.ogdenarc.org/>

Section 6 – Direction, Control, and Coordination

6.1 Direction and Control

Direction and control of the emergency management organization, when activated, will be vested in the City Administrator, who serves as chair of the policy group. Other members of the policy group, as well as the Mayor and City Council, may advise the City Administrator. The City Administrator may designate others to assume temporary control as required. The emergency management organization is designed to function 24 hours a day until the emergency is resolved or the City Administrator decides such extensive coverage is no longer necessary.

6.2 Continuity of Government

Riverdale Municipal Code provides direction for continuity in government by providing a procedure for succession in offices where elected officials or other key personnel are absent or unavailable during the course of any major natural disaster or occurrence. The code provides a clear line of authority and succession assuming the unavailability, temporarily or permanently, of elected and appointed officials in order to ensure a lawful continuity of government and a prompt response to an emergency situation.

6.3 Continuity of Operations

All city departments shall have in place a viable Continuity of Operations Plan (COOP) capability that ensures the performance of their essential functions during any emergency or situation that may disrupt normal operations. Key elements of a viable COOP capability include:

- Identification of essential functions;
- Delegation of authority;
- Orders of succession;
- Evacuation, accountability, notification;
- Alternate facilities;
- Interoperable communications; and
- Vital records and databases protection.

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Support of the continuity of operations needs of all city departments will be prioritized in the response and recovery operations directed and coordinated at the EOC so that essential local government services can be performed.

6.4 Coordination with Cities, County and State

1. Mutual Aid. Should city resources prove to be inadequate during an emergency operation; requests will be made for assistance from other local jurisdictions and higher levels of government according to existing or emergency negotiated mutual aid agreements or understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.
2. The Riverdale City EOP is a part of an overall approach to emergency management in Weber County and the State of Utah and works in coordination with other agencies plans. The Riverdale EOP is specifically designed to handle emergency situations within the city's municipal boundaries. However, many emergencies reach far beyond the boundaries of the city. These emergencies will be managed either by the county, state or federal government agencies with the city performing its part in conjunction with those governmental jurisdictions using the NIMS concept of unified command.
3. In an emergency, there is a multi-step process that must be followed to ensure the proper receipt and coordination of county, state and federal assistance. The process will be outlined here in brief.
 - Disaster occurs
 - Activation of the EOC and EOP
 - Issue a local declaration of a "State of Emergency"

6.5 Riverdale Resources

The City of Riverdale shall use its own resources first in an emergency or disaster situation and may call upon other jurisdictions for assistance during events that overwhelm or threaten to overwhelm their own response and recovery resources.

When necessary, the city may declare a local state of emergency and direct response coordination and operations from the emergency operations center.

Section 7 – Information Collection, Analysis, and Dissemination

Disaster intelligence relates to collecting, analyzing, and disseminating information and analyses that describe the nature and scope of hazards and their impacts. Intelligence and information sharing in the EOC is important, especially for each ESF that is activated. It will be vital in evaluation of ESF resources, capabilities, and shortfalls (for example, availability of trained personnel, equipment, and supplies) and will help to determine the level of assistance that is needed, according to each ESF group. This information will become part of the planning and response process as ESF shortfalls are relayed to the Riverdale EOC command staff.

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Fusion centers provide analytical products, such as risk and trend analyses, that are derived from the systematic collection and evaluation of threat information. Fusion centers provide access to national-level intelligence and can serve mechanism to de-conflict information. Riverdale will coordinate with appropriate fusion centers at the county, state and federal level as appropriate.

ESF 15 – External Affairs is responsible for establishing procedures for coordination of overall information activities in the EOC, which supports local emergency response and recovery operations.

Situational rapid assessment includes all immediate response activities that are directly linked to initial assessment operations in order to determine life-saving and life-sustaining needs. It is a systematic method for acquiring life-threatening disaster intelligence after an emergency has occurred. In an event that occurs without warning, a rapid assessment must be conducted, at least initially, with city resources. This assessment will lay the foundation for determining immediate response efforts and provide adequate local government response. Coordinated and timely assessments allow for prioritization of response activities, allocation of resources, and criteria for requesting mutual aid and state and federal assistance.

Riverdale Emergency Management will monitor events as required, which provides immediate information management. Riverdale will activate local rapid assessment following any event where disaster intelligence is needed. The rapid assessment will be organized for information flow to a source that will most likely reside in the EOC. This person will prepare documentation necessary for continuing response operations and EOC activation if necessary.

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Assessment is accomplished in three phases:

- Rapid assessment, which takes place within hours and focuses on life-saving needs, hazards, and critical lifelines.
- Preliminary damage assessment, which affixes a dollar amount to damage.
- Combined verification, which includes a detailed inspection of damage to individual sites by specialized personnel

7.1 Rapid Damage Assessment

Development of rapid assessment procedures will provide guidance to all participating agencies that will be involved in the process. Procedures will include:

- Development of a jurisdictional profile.
- Sectoring Riverdale and performing an assessment by sector.
- Look at Riverdale staffing patterns and possible resource needs.
- Develop communication procedures.

Development of rapid assessment forms will assist pre-identified personnel as they collect intelligence. These checklists will ensure uniformity for information gathered, disseminated, and collected.

7.2 Preliminary Damage Assessment

A preliminary damage assessment is conducted within the framework of a declaration process. The preliminary damage assessment assists the City Administrator in determining resources available and additional needs that may be required. Damage assessments are to be relayed to the EOC through damage assessment components.

A preliminary damage assessment team may be composed of personnel from FEMA, the State of Utah Division of Emergency Management, Salt Lake County Emergency Management and Riverdale officials. The team's work begins with reviewing the types of damage or emergency costs incurred by the units of government and the impact to critical facilities, such as public utilities, hospitals, schools, and fire and police departments. They will also look at the effect on individuals and businesses, including the amount of damage and the number of people displaced as well as the threat to health and safety caused by the event. Additional data from the American Red Cross or other local voluntary agencies may also be reviewed. During the assessment, the team will collect estimates of the expenses and damages compiled by the EOC.

This information may then be used by the governor to support a declaration request that will outline the cost of response efforts, such as emergency personnel overtime, other emergency services shortfalls, community damage and residents affected, and criteria to illustrate that the needed response efforts are beyond Riverdale's capabilities. The information gathered during the assessment will help the governor certify that the damage exceeds state and local resources.

7.3 Public Information Procedures

Public information may be coordinated and managed using the Joint Information System.

Section 8 – Communications

Communications is defined as the ability of emergency responders to exchange information via data, voice, and video. Emergency response at all levels of government must have interoperable and seamless communications to manage emergencies, establish command and control, maintain situational awareness, and function under a common operating picture for a broad spectrum of incidents.

Emergency communications consists of three primary elements:

1. Operability - The ability of emergency responders to establish and sustain communications in support of the operation.
2. Interoperability - The ability of emergency responders to communicate among jurisdictions, disciplines, and levels of government using a variety of communication mediums. System operability is required for system interoperability.
3. Continuity of communications - The ability of emergency response agencies to maintain communications in the event of damage to or destruction of the primary infrastructure.

8.1 Common Operating Picture

A common operating picture is established and maintained by the use of integrated systems for communication, information management, intelligence, and information sharing. This allows a continuous update of data during an incident and provides a common framework that covers the incident lifecycle across jurisdictions and disciplines.

A common operating picture accessible across jurisdictions and functional agencies should serve the following purposes:

- Allow incident managers at all levels to make effective, consistent decisions.
- Ensure consistency at all levels of incident management.

Critical aspects of local incident management are as follows:

- Effective communications
- Information management
- Information and intelligence sharing

A common operating picture and systems interoperability provide the information necessary to complete the following:

- Formulate and disseminate indications and warnings
- Formulate, execute, and communicate operational decisions
- Prepare for potential requirements and requests supporting incident management activities
- Develop and maintain overall awareness and understanding of an incident within and across jurisdictions

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An EOC uses a combination of networks to disseminate critical information that constitutes a common operating picture, including the following:

- Indications and warnings
- Incident notifications
- Public communications

Notifications are made to the appropriate jurisdictional levels and to private sector and nongovernmental organizations through the mechanisms defined in emergency operations and incident action plans at all levels of government. The types of communication used in an incident or event will vary depending on the complexity of the incident or event and consist of both internal communications and external communications and may cross a broad spectrum of methods.

Agencies must plan for the effective and efficient use of information management technologies such as computers and networks for the following purposes.

- Tie together all command, tactical, and support units involved in incident management.
- Enable these entities to share information critical to mission execution and the cataloging of required corrective actions.

Prior to an incident, entities responsible for taking appropriate pre-incident actions use communications and information management processes and systems to inform and guide various critical activities.

During an incident, incident management personnel use communications and information processes and systems to inform the preparedness organizations, multiagency coordination entities, agency executives, jurisdictional authorities, and EOC personnel of the formulation, coordination, and execution of operational decisions and requests for assistance. Sustained collaborative effort over time will result in progress toward common communications and data standards and systems interoperability.

Additional information regarding communications is found in ESF 2.

Section 9 – Administration, Finance, and Logistics

9.1 General Guidance

- The EOC will monitor situations continuously 24 hours per day or as required by the situation and is managed by Riverdale Emergency Management. Day-to-day operations are under the direction the Riverdale City Administrator or his/her designee.
- The operational readiness of the EOC is the responsibility of Riverdale Emergency Management.
- Narratives and operational journals of response actions will be kept.

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- All written records, reports, and other documents will follow the principles of the NIMS.
- Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergencies.
- Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

9.2 Records Preservation and Restoration

All affected city departments must ensure protection of their records so normal operations can continue after the emergency. Such records may also be vital to the rapid recovery from the effects of an emergency. Riverdale Information Services is charged with the maintenance of plans for the safety, recovery, and restoration of Riverdale's data and telecommunication systems during a disaster.

9.3 Reports and Records

General

The planning and activation of an effective emergency response requires timely and accurate reporting of information and the maintenance of records on a continual basis.

Reporting Guidelines

Riverdale will submit reports to Weber County Emergency Management and the Utah Division of Homeland Security to include situation reports, requests for assistance, and damage assessment reports, as available and/or requested.

The city will use pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations. Narrative and written log-type records of response actions will be kept by the emergency management agency. The logs and records will form the basis for status reports to the county and state.

Initial Reports

Initial reports (needs assessment) are the necessary basis for the governor's decision to declare a state of emergency and to request a presidential disaster declaration. These reports determine the specific types and extent of assistance made available to the affected area.

Updates

Situation reports outlining new developments and more complete information will be forwarded as often as necessary in the most expeditious manner available. At a minimum, a daily situation report will be forwarded to the state EOC during a local activation.

Post Emergency Reports

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Riverdale Emergency Management will submit the appropriate post emergency reports as requested or required to:

Weber County Emergency Management

Sheriff's Office
721 W. 12th Street
Ogden UT 84404
801 629-8221

and

Utah Division of Emergency Management

Department of Public Safety
1110 State Office Building
Salt Lake City, Utah 84114
801 538-3400

9.4 Financial Management

The Riverdale Plan assigns lead and support departments for 15 functional areas of disaster response. Each agency assigned to an ESF is responsible for mobilizing existing personnel, equipment, materials, supplies, and other resources under their control.

When departments require additional resources, these requests will be referred to ESF 7 - Resource Support in the Riverdale EOC. ESF 7 is tasked with identifying the most appropriate and economical method of meeting the resource request. There are four basic methods of meeting a resource request as follows:

- Local forces are those resources under direct control of the city EOC. They can be assigned based on priorities established by the EOC organizational response agencies.
- Mutual aid can be requested by the Riverdale EOC to augment staff during a locally declared state of local emergency. All requests for mutual aid must follow the procedures established under the agreement.
- State and federal agencies' response may be required when either mutual aid or contracting can meet the resource request. It is anticipated that this response would occur early in the disaster for short time periods.
- All ESF procurements and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the Finance Department in a timely fashion. The Treasurer will ensure all documentation is complete, recorded on the appropriate forms and proper in all respects. If Riverdale is included in a federally declared disaster, the Treasurer will make application and submit for reimbursement. If Riverdale is not declared, the documentation will serve as a recorded history of activity with expenditures.

9.5 Accounting

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Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, will be maintained. Such records are essential to identify and document (1) funds for which no federal reimbursement will be requested and (2) those funds eligible for reimbursement under major emergency project applications. When federal public assistance is provided under the Disaster Relief Act, local projects approved by FEMA are subject to both state and federal audit. The Finance Department will coordinate the reimbursement documentation for the FEMA Public Assistance Program during a presidentially declared disaster for Riverdale.

9.6 Fiscal Agreements

A clear statement of agreement between all major agencies responding to an emergency concerning payment or reimbursement for personnel services rendered, equipment costs, and expenditures of materials used in response to an emergency is mandatory.

9.7 Logistics

- Riverdale Emergency Management maintains current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations.
- ESF 7 - Resource Support provides logistical and resource support, including locating, procuring, and issuing resources (such as supplies, office space, office equipment, fuel, and communications contracting services, personnel, heavy equipment and transportation) to agencies and departments involved in delivery emergency response and recovery efforts.
- The Mayor, or designee, has the authority to appropriate services and equipment as necessary in response to a disaster.
- Detailed information on logistical assets may be found in the resource and logistics annex.
- Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside Riverdale unless the Mayor, the City Administrator, or other designated representative grants approval.

Section 10 – Plan Development and Maintenance

10.1 Development and Maintenance

If any part of the city's Emergency Operations Plan is to be effective, its contents must be known and understood by those responsible for its implementation. The Emergency Manager and other involved department heads should brief appropriate public/private sector officials in emergency management policies and practices and in this plan in particular.

The EOP should be reviewed annually and tested according to the city's training and exercise plan, regardless of actual events, in order to provide practical, controlled, operational experience to those individuals who have emergency responsibilities. Once adopted by the City Council, the Emergency Manager will be responsible to review the plan annually and update it as necessary under the direction of the City Administrator. The City Administrator, or his/her designee, shall provide an annual update of changes to the City Council.

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Each department head is responsible for reviewing and updating all tasks and responsibilities assigned to them, as needed, based on experience in emergencies, deficiencies identified through exercises, and changes in government structure and emergency organizations.

Particular emphasis should be placed on changes to personnel, addresses, phone numbers, and changes in resources. Riverdale's EOP will be reviewed to coordinate alignment with state and federal planning guidelines at least every three years, or as required.

Any user of this plan is encouraged to recommend changes to the document that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the Emergency Manager for coordination, comment, concurrence, and approval.

Updating is normally completed by preparing replacement pages, which contain new or updated information. A revision date (month/day/year) should be added to each page in the lower right hand corner. The Emergency Manager should have the City Recorder forward approved changes to all persons and organizations with duties outlined in the EOP. Changes should be noted on the "Record of Changes" log and added or replaced in each hard copy of the EOP.

10.2 Tests and Exercises

Riverdale's Multi-year Training and Exercise Plan outlines the training and exercise priorities for the city and is updated on an annual basis to meet the needs of the community. This document is a living document that should be referred to for details regarding scheduled training and exercises.

- Orientation seminars will be held on an as needed basis for training of groups/individuals that have roles and responsibilities within this plan.
- Tabletop exercises will be held semi-annually.
- Functional Exercises will be held annually.
- Full Scale Exercises will be held at least every two years. (May be waived in lieu of an actual disaster requiring the full implementation of this plan)

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10.3 Plan Maintenance Standards

Activity	Tasks	Frequency
Plan update and certification	<ul style="list-style-type: none"> • Review entire plan for accuracy • Incorporate lessons learned and changes in policy and philosophy • Manage distribution 	Annually
Train new emergency management staff and /or department heads	<ul style="list-style-type: none"> • Conduct plan training for new staff members 	Within 30 days of appointment
Orient new elected officials	<ul style="list-style-type: none"> • Brief officials on existence and concepts of the plan • Brief officials of their responsibilities under the plan 	Within 90 days of appointment
Plan, conduct and participate in exercises	<ul style="list-style-type: none"> • Conduct exercises • Support and participate with county-level and state-level exercises 	Semiannually, annually, or as needed

Section 11 – Authorities and References

11.1 Federal

- Robert T. Stafford Relief and Emergency Assistance Act, public law 93-288, as amended, 42 U.S.C. 5121
- Homeland Security Presidential Directive 5 – Management of Domestic Incidents
- Homeland Security Presidential Directive 8 – National Preparedness
- Federal Civil Defense Act of 1950, (PL 81-950), as amended
- Disaster Relief Act of 1974, (PL 93-288) as amended.
- Title III, of the Superfund Amendments and Reauthorization Act of 1986, (SARA), (PL 100-700).
- Code of Federal Regulations (CFR), Title 44. Emergency Management and Assistance October 1, 2008

11.2 State

- Utah Code – Title 53, Chapter 2 – Emergency Management
- Utah Code – Title 63K – Emergency Management

11.3 County

- Policy ? – Emergency Management
- Ordinance ?

11.4 Local

- Riverdale City Municipal Code ?

11.5 Supporting Documents and Plans

- State of Utah Emergency Operations Plan
- Weber County Emergency Operations Plan

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- Wasatch Front Region Natural Hazard Pre-Disaster Mitigation Plan (adopted October 6, 2009)
- City of Riverdale General Plan (adopted April 25, 2001, updated July 2, 2013)
- City of Riverdale Multi-Year Training and Exercise Plan

11.6 Agreements and Mutual Aid

- Interlocal Agreement for Cooperative Emergency Services with Roy City. Entered into July 15, 2008. See Attached.

DRAFT

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Guide to Emergency Support Functions (ESF) For Index

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ESF 2 Communication

ESF 3 Public Works & Engineering

ESF 4 Firefighting

ESF 5 Emergency Management

ESF 6 Mass Care

ESF 7 Resource Support

ESF 8 Public Health & Medical Services

ESF 9 Urban Search & Rescue

ESF 10 Oil & HAZMAT

ESF 11 Agricultural & natural resources

ESF 12 Energy

ESF 13 Law Enforcement

ESF 14 Long Term Recovery

ESF 15 External Affairs

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**RIVERDALE CITY
EMERGENCY OPERATIONS PLAN**

ORIGINAL PLAN
Adopted February 5, 2002
Resolution No. 5-2002

Amended Plan
Adopted ?
Resolution No. ?

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Mayor.....

City
Council.....

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City Administrator/Recovery Coordinator.....

 City Attorney.....

 City Recorder.....

Fire Chief/Emergency Manager.....

 Fire Department Administrative Assistant.....

 Risk Manager (Fire Captain Shift
A).....

 Health and Medical Coordinator (Fire Captain Shift B).....

 Victim Accountability Coordinator (Fire Captain Shift C).....

Police Chief.....

 Police Executive
Secretary.....

 Public Information Officer.....

 Patrol Lieutenant.....

 Animal
Services.....

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 Investigations – Administrative Lieutenant.....

 Communications Coordinator (Patrol Assistant).....

 Transportation Coordinator (Traffic Sergeant).....

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Public Works Director.....
Infrastructure Damage Assessment Coordinator (Field Maintenance Supervisor).....

Community Development Director
Building Damage Assessment Coordinator (Building Inspector).....

Business/Network Administrator

- I. Administration
Finance Management / Data Process/Technical Support (Business Administrator)
- II. Community Services
Community Service Coordinator
Neighborhood/Church/School and Business Liaison (HR Manager)
Food Services Coordinator (Seniors Coordinator).....
Shelter Coordinator (Community Services Coordinator Designee).....
Resource/Donations Management Team (Accounts Payable Clerk)

Miscellaneous.....

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How to use this Emergency Responders Manual

This booklet is designed to assist city staff during times of emergencies and disasters. Each section is a reminder of major activities that may need to be completed depending on the type and size of the emergency or disaster. Other assignments may be given to staff not outlined in this booklet.

Each department or person identified in this booklet should be familiar with applicable sections of this plan. Everyone in each department should be familiar with their role before, during and after a disaster.

Appendixes for functions which are not typical duties for the person assigned may be added to that function or duties which require great detail and would not logically fit within the body of the manual. Each appendix should have its own plan to be activated at appropriate times during an emergency.

National Incident Management System (NIMS)

Riverdale City responds to emergencies in accordance with the principles of the National Incident Management System (NIMS). The Mayor/City Council (Policy Group) will provide overall direction to responding staff and to support staff in the field.

Administration and Logistics

During a disaster response, it is clear that some administrative procedures should be suspended, relaxed, or made optional under threat of disaster. Such action should, however, be carefully considered, and the consequences should be projected. Detail to transactions involving purchasing and contracting must be maintained either electronically or on paper.

Emergency Operation Center

The function of an Emergency Operation Center (EOC) is to be the center for communication, information and coordination. The primary Emergency Operations Center is located at the Riverdale City Fire Station. The back-up Emergency Operations Center is located at The Riverdale Civic Center.

Message Format

Any message used during an emergency situation shall contain, but not be limited to, the following information: Receiving party (TO:), Sending party (FROM:), Date, Time, How message was sent (Via:), Priority, the Message, Resources requested, and Action taken (if any). All messages or at least copies of messages should be saved.

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How Riverdale City Will Respond to Emergency Situations

The levels outlined below will be used to determine the appropriate response to each given emergency situation as designated by the Incident Commander.

Level 1.

- A. Definition of a Level 1 situation – Any unexpected occurrence that can be met with a single department’s normally available resources. Normally available resources may include the response of other city departments in a routine capacity.
- B. Responsibility – The department that would normally handle the situation is responsible for the decision making to properly resolve the incident.
- C. Actions – The responsible department shall set up an on-site command post if it so desires. No Citywide action is required.
- D. Notifications – None required for this level.
- E. Press Relations – Press relations will be assumed by a designated, trained Public Information Officer (PIO). Needed logistical support, additional personnel, or other resources will be the additional responsibility of the responsible department.
- If there is a large scale evacuation notice, the level is automatically changed from a Level 1 to a Level 2 response and the **EOC must be activated.**

Level 2.

- A. Definition of a Level 2 situation – Any unexpected occurrence that requires response by two or more city departments above a routine capacity, or where multiple outside agencies or jurisdictions have responded to render such assistance. Such emergencies require a cooperative effort and a commitment of personnel, equipment or resources that would be expected to upset the normal working routine of either or all responding departments. The EOC will be activated.
- B. Responsibility – The primary decision making responsibility rests with the department that would normally handle the situation. However, there may be a cooperative effort with departments that are responding to the situation when support is required.
- C. Notifications – Appropriate Supervisory Personnel of the Department most involved in the emergency. Emergency Manager Department Heads, the City Administrator, and the Emergency Manager Assistant may be notified.
- D. Actions – The senior representative of the responsible department shall set up an on-site command post and notify all responding departments of the location.
- E. Press Relations – Press relations will be assumed by a designated, trained PIO.
- F. Location – Those not responding on scene will report to Incident Command (IC).

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Level 3.

- A. Definition of a Level 3 situation – Any extraordinary occurrence of such magnitude that all city departments and resources must be utilized or where combinations of city departments and outside agencies have been mobilized to handle the situation.
- B. Responsibility – The primary responsibility for policy making rests with the Policy Group. On-site commanders shall make those decisions necessary to protect life and property and to stabilize the situation. Typically this level of emergency results in a “Local Declaration of Emergency” by the Mayor and/or his/her designee.
- C. Notifications – The initial department to respond shall be responsible for notifying the appropriate Department Heads, City Administrator, and Emergency Manager’s Assistant of the situation.
- D. Actions – The senior representative of the responsible department should set up an on-site command post and notify all responding departments of the location. The Incident Commander will determine which staff members and what kind of help will be required to effectively handle the situation. The Emergency Manager Assistant will then call the staff members needed and require that they report to the EOC or another designated site.
- E. Press Relations – Press relations will be assumed by a designated, trained PIO.
- F. Location – Those not responding on scene will report to IC.

Prior to Response Checklist

To reduce redundancy, the following checklist should be followed by all city staff in the event of a large scale emergency or disaster.

Upon notification of an emergency/disaster:

- Employees designated as essential staff should make arrangements for family/household needs. If a member of your household is injured or your house/apartment is severely damaged, take care of those matters first. Come into work as soon as possible. Please note that the community services staff will be checking the status of the families/household during an emergency and relaying information between the EOC and responders.
- Each department has compiled a 72 hour kit for essential staff to utilize while on the job but individual employees should bring any personal medications and a change of work clothes with them when they report to work in an emergency situation.
- Get background information from the person who notified you of the emergency:
 - Location
 - Incident size and type
 - Type of damage
 - Response up to now

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- ☐ Report to the EOC or if you are in the Public Works department, report to Public Works unless asked to report elsewhere.
- ☐ The Primary EOC is located at the Riverdale Fire Department. The Secondary EOC is located in the City Council Chambers at the Civic Center.

When an EOC is activated

- ☐ Have Emergency Manager's Assistant log events, actions, decisions, communications, reasons for decisions, etc. Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ Have appropriate staff(including the Shift A Fire Captain and his team responsible for utilities and infrastructure damage assessment, Building Inspector, and Police Department) complete damage assessments so you know what has happened in Riverdale and what type of response is needed. Weber County and the State of Utah will not corroborate the Mayor's declaration of disaster without a hard copy of the preliminary damage assessment report prepared by the City Administrator and Emergency Manager's Assistant.
- ☐ Assign people to fill any vacancies in EOC or to special duties. *See Organization Chart for teams and their general duties.*
- ☐ Hold regular briefing meetings with the City Council for updates on response activities and actions on the established priorities.
- ☐ Ensure that departments are keeping records of the event and their activities; additional clerical help is paramount to keep accurate status of events.
- ☐ Meet with the PIO to prepare press releases, instructions, information, etc and set a time schedule for subsequent releases.
- ☐ Provide the legal path if an evacuation is needed as determined by the Department of Public Safety and relayed to the public through the PIO. (Refer to the Evacuation Map.)
- ☐ If needed, prepare a *Disaster Declaration* (City Attorney).
- ☐ Each individual department head is responsible for all allocation of available resources in their respective control. These decisions are made at the request of the IC.
- ☐ Guarantee purchasing needs are being met so each department can get the resources it needs to appropriately respond to the emergency (Business Administrator).
- ☐ See that utilities are being restored to damaged areas and temporary shelters.
- ☐ Manage all coordination and internal activities within the EOC

Public Safety Response

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- ☐ Riverdale fire and police departments will respond to emergencies and disasters using the NIMS protocol.
- ☐ The IC has overall direction and control of the on-scene public safety response.

Law and Order

- ☐ Be aware of the need to provide security at shelter or mass care sites which should be arranged with the community services coordinator.

Mayor

- ☐ Report to the EOC if it is activated.
- ☐ Maintain authority before, during, and after an emergency declaration.
- ☐ Issue *Proclamation of Local Emergency* in Riverdale, Utah.
- ☐ Issue and approve public proclamations during the declared emergency.
- ☐ Coordinate press releases with a designated, trained PIO.
- ☐ Appoint assistants and specialists during an emergency.
- ☐ Rescind *Proclamation of Local Emergency* when appropriate.

City Council

- ☐ Report to the EOC if it is activated.
- ☐ Work with the Mayor and City Administrator for policy support during and after the incident.

City Administrator/ Recovery Coordinator

- ☐ Consult with the Emergency Manager to determine whether or not to activate the EOC.
- ☐ Report to the EOC if activated.
- ☐ Notify and update the Mayor and City Council as needed. Give your opinions and assist in the development of emergency policies. The Emergency Manager will be the most solid contact with the on scene IC who will be the most reliable source of information. Attend policy group briefings and coordinate and recommend recovery priorities.
- ☐ Assemble the City Council and/or department heads involved with the emergency. Determine the objectives for the situation and ensure that the departments are communicating with each other and getting needed resources.
- ☐ In an emergency situation the Emergency Manager and/or City Administrator have the authority to activate CERT through the Volunteer and Victim Accountability Coordinator (Fire Captain Shift C) or his/her designee who will utilize the City Watch Emergency Notification System or the CERT phone tree to get the word out.

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- ❑ The City Administrator's office is responsible for the overall control of available resources. Each individual department head is responsible for the allocation of available resources in their respective control with assistance from the city's business administrator or his/her designee. Obtain information on status of department resources from the resource coordinator and relay that information to the Policy Group.
- ❑ If the person assigned to a particular function cannot respond, make a temporary assignment until the assigned person is available.
- ❑ If needed, designate a resource coordinator for your department who will work with the EOC.
- ❑ Have the Administrative Assistant run errands and perform all clerical duties, such as maintaining the log of events, decisions, communications, significant events which can be referred to during a debriefing. These records must be archived by the City Recorder after the emergency has subsided. Make sure that all coordinators and assistants under your control are doing the same.
- ❑ When applicable, assist state and federal staff in setting up their public and personal financial aid stations. They will need a room away from the EOC that is accessible by the public. They will need chairs, tables, telephones and access to or be provided food and water.
- ❑ Restore or support the restoration efforts of the city, its citizens and working conditions to the state they were in prior to the emergency.
- ❑ Contact each coordinator and find out what they need to restore their function to the pre-emergency conditions. Ask the question "What would it take to..."
 - close the emergency shelter?
 - inform the public that it is clear to return to their homes?
 - send volunteers home?
 - end the service of contracted equipment and workers?
 - restore utilities?
 - repair damaged public buildings?
 - get essential businesses up and running?
 - arrange for people who have been evacuated, to be transported home?
- ❑ Begin planning for recovery activities including:
 - The people and resources which are being used from another city must be deactivated and sent home first.
 - Get an assistant to start collecting the time logs, communications and resource logs. These will be used in reimbursements, debriefings, and possible evidence for litigation. The City Recorder and Business Administrator will be doing the same, coordinate efforts with them.
 - Make sure that all responders involved in the emergency are notified when the emergency is over.

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- ☐ Coordinate when to start calling the families of emergency responders to inform them when the emergency will be over and they can expect their family members to return home.

City Attorney

- ☐ Report to the EOC or other designated area.
- ☐ Begin a log of events, decisions, communications, and significant events. Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ Assure that the city's *Emergency Operation Plans* conform to appropriate laws and ordinances.
- ☐ Assist in preparation of emergency related ordinances, disaster declaration and process with other government agencies.
- ☐ Assist in purchasing with contract preparation and administration.
- ☐ Assist with *Mutual Aid Agreements* between neighboring jurisdictions to increase efficiency of emergency response efforts. Such agreements also assure that costs are proper and compensation is made as required. This requires coordination with the City Administrator and Business Administrator.
- ☐ Recommend actions regarding curfews, forced evacuations, authority and need of immediate demolition of unsafe structures on private property or other matters.
- ☐ Determine the best possible wording to warn the general and at-risk populations. Coordinate with the Police Chief and PIO.

City Recorder

- ☐ Report to the EOC or other designated area.
- ☐ Begin and maintain a log of events, decisions, communications and significant events. These records must be archived after the emergency has subsided.
- ☐ Assist the City Attorney with producing emergency policies and disaster declaration.
- ☐ If needed, tour the inundated areas, take notes and photos, make an assessment of the situation and recommend priorities to the policy group.
- ☐ Make a list of areas where volunteers are needed and coordinate with all responders and the EOC staff where the best use of volunteers would be found. (Make sure that the Risk Manager is aware of all volunteer activities.)
- ☐ Be the main contact point for all volunteer groups and designate areas where volunteers should report.

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- ☐ Communicate with the EOC staff as to the availability and special skills of volunteers.
- ☐ If needed, contact volunteer coordinators from various pools, i.e. Community Emergency Response Team (CERT), religious organizations, civic groups, and Red Cross. *See Directory for contact names and numbers.*
- ☐ Let volunteer leaders know when and where help is needed to prevent volunteers from showing up on scene unsolicited. Riverdale City cannot stop people from doing this spontaneously, but legally we cannot support it.
- ☐ Before requesting or allowing volunteers to help, make sure they have personal protective equipment, i.e. gloves, work boots, skills. If they don't have the equipment or knowledge, use them in harmless tasks, i.e. serving food at the shelters, setting up table and chairs etc.
- ☐ Periodically update the volunteers of the status of the emergency.
- ☐ If volunteers need to be transported to an area in need, coordinate efforts with the Police Transportation Coordinator to prevent unnecessary cars on the road.
- ☐ Keep track of how long volunteers work. No volunteer should work longer than eight hours at a time.
- ☐ Document all activities, communications and time worked by volunteers. **NOTE** - very specific information is required for the volunteer log to receive reimbursement from FEMA.
- ☐ As the emergency winds down, work with the city administrator to arrange volunteer recognition and awards to ensure volunteers will be willing to help again. Also begin making a list of individuals, companies, and volunteer organizations that assisted Riverdale City in responding to the emergency. After the emergency has been completely resolved, obtain money for plaques or certificates of appreciation to those on the list. If there are too many volunteers to give plaques to all who participated, arrange a thank you letter and print it in the local newspaper to create community cohesiveness.

Fire Chief/Emergency Manager

- ☐ Contact Weber County's Emergency Manager.
- ☐ Depending on the emergency level, notify Administrative Assistant and the appropriate department heads to meet at the EOC.
- ☐ Report to the EOC if activated.
- ☐ Maintain a direct line of communication with the IC, Mayor, City Administrator and PIO.
- ☐ Brief the City Administrator and City Council on current events and response activities.

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- ☐ In an emergency situation the Emergency Manager and/or City Administrator have the authority to activate CERT through the Volunteer and Victim Accountability Coordinator (Fire Captain Shift C) or his/her designee who will utilize the City Watch Emergency Notification System or the CERT phone tree to get the word out.
- ☐ If needed, the activation of mutual aid agreements involving fire fighting and/or emergency medical services will be coordinated by the fire department.
- ☐ Fire Department will track injuries and deaths.
- ☐ Work with the Police Chief and department heads to plan for an extended need for public safety staff.
- ☐ If you feel that it is warranted, work with the City Attorney on the need for curfew and how to enforce it.
- ☐ Although not present in all disasters, address the possibility of looting.
- ☐ If needed, work with Transportation Coordinator appointed by Police Chief to determine how the population with special needs, i.e. non-ambulatory, elderly, etc., will be transported to another facility.

Fire Department Administrative Assistant

- ☐ Report to the EOC if activated.
- ☐ Notify the Weber County Emergency Management Director and State C.E.M.
- ☐ Make all EOC telephone numbers available to the PIO and all city staff.
- ☐ Establish communication links with Weber County.
- ☐ Get an assistant to update the status board in the EOC, be a runner and take notes.
- ☐ Through PIO notify or alert voluntary agencies with the following information:
 - 1) Type of disaster; 2) Time of disaster; 3) Actions already taken; 4) Areas/number of person involved; 5) Estimate of damage/loss of life; 6) Type/amount of assistance needed.
- ☐ Update information on conditions of disaster with the following information:
 - 1) Status of public services; 2) Status of water and sewer systems; 3) Release of hazardous materials; 4) Rumor control; 5) Status of weather.
- ☐ Be sure accurate logs and records of activities are being kept by all departments with the following information:
 - 1) Service activities; 2) Estimates of damage; 3) Manpower and equipment utilized;
 - 4) Mutual aid or extra-jurisdictional assistance requested or provided; 5) Financial expenditures; 6) Federal and State reports.

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Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.

- ☐ Maintain contact with the *National Weather Service*.
- ☐ Work with the building inspector in filling out and faxing the *Preliminary Building Damage Assessment Surveys* to the county and state.
- ☐ Work with the PIO and the county in activating the Emergency Alert System.
- ☐ Recommend a professional *Critical Incident Stress Debriefing (CISD)* team.

Risk Manager (Fire Captain Shift A)

- ☐ Report to the EOC or other designated area.
- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ Make sure that all agencies involved in responding are taking measures to maintain their own safety.
- ☐ As soon as is reasonable, tour the disaster site and take photos for records coordinate with City Recorder.
- ☐ After your tour, advise the City Council of issues dealing directly with risk management and responder safety.
- ☐ Also tour the established shelters and assist the Community Services Coordinator to correct any hazards and prevent any injuries inside of the shelter.
- ☐ Communicate with the Community Services Coordinator to ensure safety at all established temporary shelters. If possible, have a trained medical responder treat small wounds at the shelter rather than transporting them to hospitals.
- ☐ Communicate with the Community Services Coordinator to ensure that proper food handling procedures are being met.
- ☐ Notify the Weber-Morgan Health Department and have them monitor health and sanitation conditions and needs in designated shelters.
- ☐ Determine if the emergency is being surveyed for health and sanitation hazards by the Weber-Morgan Health Department.

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- ☐ If decontamination is an issue at the incident, determine how it will be handled. **(Riverdale City has a hazmat trailer with cleanup equipment assigned to fire service for decontamination through Weber County)**
- ☐ Coordinate water testing for contamination with Public Works Department.
- ☐ Determine if arrangements should be made for bulk water supply with Public Works Department.
- ☐ If applicable, assist the IC and City Attorney in investigation and documentation for potential liability issues.
- ☐ If necessary, recommend that the city council request a CISD Team or the emergency responders on scene and in the EOC coordinate this with IC and the Police Chief.
- ☐ Communicate with the Police Chief's appointed Transportation Coordinator to ensure that all safety measures are being taken in consideration of the population with special needs, i.e. non-ambulatory, elderly, etc.

Health and Medical Coordinator (Fire Captain Shift B)

- ☐ Report to the EOC if activated.
- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ Coordinate with medical facilities to determine where the injured can go for medical help and the availability of medical resources in Riverdale then communicate this information to the Community Services Coordinator, PIO, and local hospital representatives.
- ☐ Coordinate the establishment of emergency hospitals if required.
- ☐ Contact the local hospitals to begin coordinating available medical resources including the need for mental health workers. *See Directory for contact names and numbers.*
- ☐ Ensure that first-aid stations have been established in accessible and safe areas and pass their location on to the appropriate authorities (PIO, IC, etc.)
- ☐ Ensure that there are adequate facilities for proper containment and disposal of medical wastes.

Volunteer and Victim Accountability Coordinator (Fire Captain Shift C)

- ☐ Report to the EOC if activated.

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- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ In an emergency situation the Emergency Manager and/or City Administrator have the authority to activate CERT through the Volunteer and Victim Accountability Coordinator (Fire Captain Shift C) or his/her designee who will utilize the City Watch Emergency Notification System or the CERT phone tree to get the word out.
- ☐ Work with the Police Department Communications Coordinator as needed at hospitals, shelters or on scene.
- ☐ Work with the Shelter Coordinator to start collecting copies of shelter registration forms. The EOC will be the victim inquiry center to exchange information as to the names of people and in which shelters they are being housed.
- ☐ Work with the Emergency Manager and the PIO to determine when and under what conditions the release of victim information will be to the public and in notifications to the next of kin.
- ☐ Coordinate victim information with local hospitals and the health and medical coordinator. See Directory for contact names and numbers.
- ☐ Establish a temporary morgue. Arrange for refrigerated trucks.
- ☐ The Victim Accountability Coordinator and staff will operate as planned within standard operating procedures and protocol.

Police Chief

Warning Phase of an Emergency

- ☐ If you feel that it is warranted, work with the City Attorney on the need for curfew and how to enforce it.
- ☐ Although not present in all disasters, address the possibility of looting.

After the Emergency has begun

- ☐ Report to the EOC and get an update on the emergency.
- ☐ Maintain a direct line of communication with the IC, Emergency Manager Mayor, City Administrator and PIO.
- ☐ Have Police Executive Secretary log actions, activities, decisions, communications, major events, etc. Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ Coordinate visitor control at the EOC.

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- ☐ Each individual department director is responsible for the allocation of available resources in their respective control. These decisions are made by a request of the IC on scene.
- ☐ If needed, designate a Resource Coordinator for the Public Safety Department who will work with the Accounts Payable Clerk.
- ☐ Assign Traffic Coordinator if necessary (Traffic Sergeant)
- ☐ Assign Logistic Coordinator if necessary (Scheduling Sergeant)

Police Executive Secretary

- ☐ Report to the EOC or other designated area to assist Police Chief.
- ☐ Document all decisions, assignments, financial requests, logistic and personnel decisions. Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.

Public Information Officer

Warning Phase of an Emergency

- ☐ Coordinate with departments on what information needs to be released before an action takes place, i.e. evacuation, in-place sheltering, anticipated weather information, etc.
- ☐ Prepare printed material (if applicable) for media and quick distribution to public and monitor media reports.
- ☐ **Emergency Alert System (EAS)**
- ☐ If the desired action is to activate the emergency alert system, contact the Weber County Sheriff's Office (see Directory). Give them the brief necessary information to be broadcast. This information should answer who, what, where, when, why and how.
- ☐ Call back the Weber County Sheriff's Office to update or cancel the EAS

After the Emergency has begun

- ☐ Report to the EOC and get an update on the emergency.
- ☐ Maintain a direct line of communication with the IC, Emergency Manager, Mayor, City Administrator and PIO.
- ☐ Appoint an Administrative Assistant to log actions, decisions, communications, etc. Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.

People Need Information About:

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- Auxiliary information such as shelter location including where medical, shelter, and food services may be obtained, volunteer information, and special citywide instructions.
 - Damage to community.
 - What services are/are not available?
 - What Riverdale staff is doing to restore lost services including response efforts on scene and the status of the incident.
 - Estimates of how long services will be out
 - What the public should do and plan for.
- ☒ Set up the Joint Information Center (JIC) to be the city's information hub for EOC personnel, the public, and media at the Riverdale Police Department or another designated location if this building has suffered structural damage. See JIC set up for instructions.
 - ☒ Meet with the City Administrator and/or Mayor. Prepare information to be released to the public either by the Mayor or yourself.
 - ☒ Handle inquires from the media. Schedule regular press conferences. Let media and public know where and when information will be released, the media release area will be located in the council chambers. (The media center must be removed from the EOC.)
 - ☒ Coordinate all rumor control activities with assistance from Public Safety Department employees first before appealing for help from other departments.
 - ☒ Coordinate with all departments to have a "single voice" when information is released. Fire Department will track the injuries and deaths.
 - ☒ Release the names of injured residents or employees **only after the next of kin have been notified**. Coordinate with the Shift C Fire Captain who is the designated Victim Accountability Coordinator.
 - ☒ Determine the value of the information received.
 - ☒ Attend City Council briefings and recommend response priorities.

Patrol Division (Patrol Lieutenant)

- ☒ Report to the EOC or other designated area.
- ☒ Patrol Lieutenant is responsible for all operational duties.
- ☒ The Patrol Division will provide law and order as needed on scene and throughout the city.
- ☒ The Patrol Division will respond to an incident as planned within their standard operating procedures and protocol.
- ☒ The Patrol Division will be responsible for emergency communications including radio, telephone, 9-1-1, etc.

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- ☐ Off duty officers will be called back as needed.
- ☐ If needed, mutual aid agreements will be activated.
- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

Animal Services (Animal Control Officer)

- ☐ Report to the EOC or other designated area.
- ☐ The Animal Control Officer will be used for animal related problems.
- ☐ As shelters are established, have areas designated to house animals outside. Animals are not allowed inside a Red Cross established shelter with the exception of service animals.
- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

Investigations (Administrative Lieutenant)

- ☐ Report to the EOC or other designated area.
- ☐ Administrative Lieutenant is responsible for all planning duties.
- ☐ In the event of a criminal catastrophe, the investigations division will assume the lead of all criminal investigations pertaining to these events.
- ☐ All officers within the investigation division will assume duties in patrol or other duties as the emergency/disaster dictates.
- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

Communications Coordinator (Patrol Assistant)

- ☐ Report to the EOC or other designated area.
- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

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- ☐ Maintain a direct line of communication with the IC and/or Police Chief, Emergency Manager, Mayor, City Administrator and PIO.
- ☐ Designate a runner to take and receive written messages and those messages which cannot be transmitted by radio or telephone.
- ☐ Obtain information on status of each department's communication resources.
- ☐ See that redundant communication links are established between the EOC and field personnel.
- ☐ Coordinate with telephone companies (land lines and wireless) to restore services for emergency response needs. *See Directory for contact names and numbers.*
- ☐ Determine if there is there sufficient communication equipment with emergency power supplies available.
- ☐ Ensure access to communication room is restricted to authorized personnel.
- ☐ Inform all parties involved in the response of the channels assigned to the different departments and how to contact other departments and groups.
- ☐ Coordinate with the Amateur Radio Emergency Service (ARES) to augment city needs in setting up communications between shelters, field personnel and the EOC and establishing communications with other government agencies including Weber County. *See Directory for contact names and numbers.*

Transportation Coordinator (Traffic Sergeant)

The goals of the Transportation Coordinator are to: 1) Obtain information regarding the status of major roads; and 2) Coordinate the transportation of groups of people from point A to point B without congesting routes used by emergency vehicles and equipment.

- ☐ Report to the EOC or other designated area.
- ☐ Appoint at least one assistant to help with calling people and recording information including a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ Obtain a current, full size street map.
- ☐ Maintain an inventory and call list of mass transit resources, such as school buses, Greyhound or UTA buses. *See Directory for contact names and numbers.* Alert and mobilize mass transportation resources to assist in the evacuation of a disaster area, if required.

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- ☐ Assist in the allocation of city vehicles and equipment.
- ☐ Be prepared to assist in obtaining a large vehicle which may be used for decontamination of victims on scene, Riverdale City has a hazmat trailer with cleanup equipment assigned to fire service for decontamination through Weber County. If necessary, secure a vehicle to transport the deceased in consultation with the Business Administrator. If the City uses private vehicles to transport victims exposed to hazmat agents or deceased individuals these vehicles must be purchased.
- ☐ Work with all on scene teams and groups at the incident to keep information of open routes and inform the EOC of roads needing to be cleared.
- ☐ When releasing information, remind the PIO to tell the general public to stay off the roads unless completely necessary and frequently update him/her of road closures.
- ☐ Work with the Shelter Coordinator to arrange transportation of displaced people to shelter sites and the return of displaced people to their residences when the structures are declared safe.
- ☐ Work with the Shelter Coordinator to arrange transportation of food and supplies to shelter areas.
- ☐ Work with the Shelter Coordinator to arrange public transportation to emergency feeding sites, food distribution points, and clothing pick-up areas.
- ☐ Coordinate transportation needs with disabled residents at nursing homes, convalescent centers, etc.
- ☐ If necessary, designate helicopter landing zones and ensure they are staffed with adequate ground support.

Public Works Director

- ☐ Report to the EOC if activated.
- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ Public works will establish a command center in the main conference rooms of the public works facility. However, for coordination purposes, a department representative will staff a public works radio and telephone in the EOC.
- ☐ The public works command center will have at least one person assigned to dispatching crews in the field, performing clerical duties like message running, taking notes, or other errands, and dealing with resource needs specific to public works.

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- ☐ The Public Works Billing Clerk will work directly with the Resource Coordinator(s) at the EOC to ensure staff has the resources they need to address the emergency.
- ☐ Obtain information on status of department resources including:
 - Personnel
 - Equipment, Buildings, Offices
 - Fleet Resources
 - Heavy Equipment
 - Communications
 - Materials

Infrastructure Damage Assessment Coordinator (Public Works Field Maintenance Supervisor)

- ☐ Report to the public works command center.
- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities including records on vehicle, manpower, and equipment use. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ The public works infrastructure damage assessment coordinator will work with community development's building damage assessment coordinator at the EOC. They will coordinate inspectors in the public works department and the city's contract engineering firm.
- ☐ Obtain information from field personnel regarding impacts of the disaster on the community including:
 - Street conditions, including bridges.
 - Water distribution systems, including tanks, wells, and piping.
 - Water availability to the public.
 - Sanitary sewer system.
 - Available/unavailable utilities from other agencies (private/public).
 - Infrastructure.
- ☐ All public works damage assessment information must be submitted to the Infrastructure Damage Assessment Coordinator to allow him/her to fill out the *preliminary damage assessment report* which is the paramount requirement in declaring a disaster. A formal declaration cannot be made without the preliminary damage assessment report being submitted to the city council and Weber County's EOC.
- ☐ Coordinate and recommend response priorities during City Council briefings. Standard priorities are 1) route clearance and 2) utility restoration of critical buildings.
- ☐ Assign a utility liaison to conduct communications with the public utility companies.

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- ☐ All other response functions and protocol performed by public works will follow previously established departmental plans.

If Applicable

- ☐ Assist with evacuation plans and traffic control resources such as barricades and emergency signs.
- ☐ Prepare a plan for debris removal including disabled vehicles that may be blocking access ways.
- ☐ Lead the discussion as to where debris should be taken. Is the location temporary or permanent?
- ☐ Coordinate with the PIO and the Transportation Coordinator to identify and communicate available travel routes.
- ☐ Provide water, sewer, and power services to mass care facilities.
- ☐ Working with the Shelter Coordinator, make sure that all Riverdale shelters have sufficient basic utilities.
- ☐ Coordinate with the PIO the release of information regarding water availability, safe water concerns, precautions, etc.
- ☐ Identify sites where fuel can be acquired, a list of Riverdale's five fueling locations is attached to this EOP.
- ☐ Check with mutual aid cities and Weber County to see if they have available public works resources that can be utilized.

Flooding

- ☐ Identify flood areas and coordinate with police and PIO for warnings, evacuations, and traffic control.
- ☐ Identify routes for storm water runoff to deter flooding damage.

Community Development Director

- ☐ Report to the EOC if activated.
- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

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- ❑ Responsible for the assessment of the structural safety of the EOC (Fire Station), Community Center and City Civic Center, Police Station, Public Works/Maintenance Building and Senior Center.
- ❑ Assign a member of staff to be a Dispatcher for the Building Damage Assessment Team. The Dispatcher should be able to immediately contact the Building Damage Assessment Team, the Building Damage Assessment Coordinator, and the Public Works Dispatcher.

Building Damage Assessment Coordinator (Building Inspector)

- ❑ Report to the EOC if activated.
- ❑ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities including what was completed and the reasons of such. Forward these records to the City Recorder for official keeping.
- ❑ The Dispatcher must have the ability to record information given to and received from all parties contacted during the emergency.
- ❑ Report the number of injured and killed that you become aware of to the EOC.
- ❑ Immediately gather information and fill out the preliminary damage assessment report. Give one copy to the policy group, fax a copy to Weber County's State Emergency Management Division and keep a copy for your records.
- ❑ Attend Policy Group briefings and report damage assessment information to the City Administrator.
- ❑ Assemble Damage Assessment Team consisting of one Building Inspector and one Public Works Inspector. The team is to update the Damage Assessment Coordinator after a completed inspection of each targeted area and/or building. Coordinate with the Public Works Director for the availability of the Public Works Inspector.
- ❑ Coordinate damage assessment activities of all the departments including streets, utilities, Building Inspectors, Public Works Inspectors and all trained volunteers.
- ❑ Each Damage Assessment Team should carry a hand-held radio and/or cellular telephone to communicate with the EOC and Police Department and Public Works Dispatcher.
- ❑ See that damage assessments are done on buildings that could be used as potential shelters and mass care facilities, coordinating with Weber School District. The Damage Assessment Team will post each building inspected as "Safe to Enter" or "Unsafe to Enter" (**ATC 20-1 Field Manual: post earthquake safety evaluation of buildings standards second edition 2005**). The notice should also include the date and time of the inspection.
- ❑ The Damage Assessment Coordinator has the authority to contact other jurisdictions and agencies in order to provide adequate inspectors for the emergency. The Risk Manager and Business Administrator must be notified.

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- ❑ Collect information from other sources such as volunteers including CERT members, other government agencies, religious groups, and structural experts from engineering firms about damage.
- ❑ The Damage Assessment Coordinator shall issue permits to require demolition or repair to buildings in the interest of public safety and to prevent continued damage to the subject building. All repairs must meet current building codes.
- ❑ Complete the initial damage assessment report and send a copy to the City Administrator, Weber County EOC, and State EOC and retain original for your records.
- ❑ Contact with Community Services Coordinator to see if volunteers are available.

Business/Network Administrator

I. Administration

Obtain information on status of department resources including:

- Personnel.
 - Buildings and facilities (city owned).
 - Computer and telephone equipment.
 - Department communications.
- ❑ Report to the EOC if activated.
 - ❑ All receipts and distribution of resources, including special services, incurred by Riverdale City during times of an emergency will be in accordance with protocol and policies. Waiving such policies will be at the discretion of the Business Administrator or his/her designee.
 - ❑ Provide the necessary records and documentation to recoup expenses from the Federal Emergency Management Agency (FEMA) in the event of a declared disaster. Make sure that all coordinators under your control are doing the same.
 - ❑ Establish policy and give recommendations on any financial proposal or anticipated emergency expenditures.
 - ❑ Provide the necessary records and documentation to recoup expenses from the Federal Emergency Management Agency (FEMA) in the event of a declared disaster. Make sure that all coordinators under your control are doing the same.
 - ❑ If needed, assemble resource/donations and finance management teams.
 - ❑ Work with Weber County, the State of Utah, and the Federal Government for access to their financial resources. A disaster declaration precedes the request.

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- ☐ Provide data processing and technical support to assist all responders involved in an emergency situation by maintaining or repairing computer hardware and software necessary to perform essential duties.
- ☐ The Network Administrator will provide or coordinate support for areas of critical information, such as the dispatcher's office, the EOC, public works, fire station, and patrol cars as needed.
- ☐ The Network Administrator will be responsible to make computers operable and maintain them for essential city departments.
- ☐ The Network Administrator will assist other agencies and jurisdictions in obtaining city records within the city's computer system during an emergency with the approval of the department head.

II. Community Services

Community Services Coordinator

- ☐ Report to the EOC if activated.
- ☐ Assemble individuals who can assist with duties.
- ☐ Begin a log of the information you receive, decisions you make and hours you work and if necessary secure assistants to help you in documenting the information, making phone calls and assignments.
- ☐ Gather as much confirmed information about the emergency/disaster as possible from Riverdale's PIO and brief all community service staff you have assembled.
- ☐ Assign one person to obtain from the HR Manager the personal telephone numbers of the city employees responding to the emergency or disaster.
- ☐ If an emergency shelter has been established, assign a staffer the task of providing children's books, games and treats to aid in the emotional well being of the children being housed there. That same staff member will be responsible for reclaiming items which need to be returned.
- ☐ Serve as the lead contact for all sheltering concerns and questions from city, county and state organizations.
- ☐ Communicate the number of people registered in shelters to the building damage assessment coordinator. He/she needs this information to complete the preliminary damage assessment report that is the paramount requirement for declaring a disaster.
- ☐ If needed contact the Weber County EOC and coordinate efforts with their Shelter System Officer.

Neighborhood, Church, School, and Business Liaison (HR Manager)

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- ☐ Upon notification, report to your own office unless asked to report elsewhere.
- ☐ Begin a log of the information you receive, decisions you make and hours you work and if necessary secure assistants to help you in documenting the information, making phone calls and assignments.
- ☐ Assist the Business Administrator in accounting for each responder's hours logged involved in the emergency. Note who is exempt and who is not. It is possible that FEMA will pay 75 percent of all workforce expenses.
- ☐ Remind all parties involved that each person, including non-exempt staff, needs to have an accurate account of their hours spent responding to the emergency.
- ☐ Collect from each department and/or group after each shift or day records on the following:
 - Personnel – who, where, when, activity and time worked.
- ☐ Begin accumulating, or have an assistant retrieve the shift time logs from the EOC, City Council and eventually the on-scene responders.
- ☐ Assist the City Council in continuous operations and shift changes for relief personnel for an emergency that lasts 12 hours or longer.
- ☐ Make telephone numbers readily available to the policy group, EOC, and public and press as appropriate.
- ☐ Activate your business call down list:
 - Notify the Chamber of Commerce
 - Call businesses to share information
- ☐ If you receive information about any injured or deceased victims confirm it. Once it is confirmed, relay the information to the EOC, dispatch, PIO and Victim Accountability Coordinator (Fire Captain Shift C). If you are asked about someone who is injured or deceased, you must forward the call to the Victim Accountability Coordinator.
- ☐ Assist the Business Manager in finance management by making it possible for departments and employees to quickly get the resources they need without purchase orders, contracts, etc.
- ☐ All receipt and distribution of resources, including special services incurred by Riverdale City during times of an emergency, will be in accordance with protocol and policies of the business administration department. Waiving such policies will be at the discretion of the department head or his/her designee.
- ☐ Establish contact with suppliers whom the city has pre-negotiated agreements with for supplies.

Collect from each department and/or group after each shift records on the following:

- Supplies used and purchased

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- Contracts entered into
- Expenses associated with city personnel and equipment
- Cash purchases
- Receipts

Food Services Coordinator (Seniors Coordinator)

- ☐ The goal of the Food Services Coordinator is to make sure the following groups are fed in this order: EOC and support staff, victims and displaced people, first responders on scene, responding staff not on scene, and volunteers.
- ☐ Report to the EOC if activated.
- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities including what was completed and the reasons of such. Forward these records to the City Recorder for official keeping.
- ☐ Assess food needs at the scene of the incident, at city shelters, and at the EOC and contact the local chapter of the Red Cross because they are **the lead agency for feeding victims and displaced people at shelters.** *See Directory for contact names and numbers.*
- ☐ Food and water resources should be identified, along with people who can help distribute meals for a large mass of displaced people. *See Directory for contact names and numbers.*
- ☐ Assign at least three assistants to 1) victims, 2) on scene responders, and 3) EOC staff respectively. Make sure you are detailed and specific in duties for each.
- ☐ The person assigned to feed victims will ask the shelter coordinator for a count of the food needs, working closely with the Red Cross.
- ☐ The person assigned to on scene responders will ask the IC for a count of the food needs and direction on where the food should be taken.
- ☐ The person assigned to feed the EOC staff will ask the Assistant to the Emergency Manager for a count of food needs.
- ☐ If needed, get assistance from the Volunteer Coordinator (City Recorder) to arrange volunteers to assist in the assembling and distribution of meals. If volunteers are going to be used, do not let them drive to their destination unless necessary. Inform the Police Transportation Coordinator to determine if arranging transportation is appropriate to keep city streets clear.
- ☐ Periodically brief the Community Services Coordinator on the status of food needs.

Shelter Coordinator (Community Services Coordinator Designee)

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- ❑ The goal of the Shelter Coordinator is to work closely with the Red Cross in establishing temporary emergency shelters for displaced people. He/she should check in periodically with the Community Services Coordinator.
- ❑ Report to the EOC if activated.
- ❑ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities including what was completed and the reasons of such. Forward these records to the City Recorder for official keeping.
- ❑ Contact the local Red Cross and update them on the situation and sheltering needs in coordination with the IC and PIO. The Red Cross is trained to set up and manage temporary shelters and will provide a Shelter Manager. **The Red Cross will arrange the opening of doors and usage of the shelter and restroom facilities.**
- ❑ Temporary emergency shelters should be opened and closed as soon as possible.

Before a shelter site is opened to the public:

- ❑ Coordinate with the Community Services Coordinator and Red Cross to determine if in-place sheltering would be more reasonable given the specific situation.
- ❑ Contact the building damage assessment coordinator and request a damage assessment team to inspect the designated shelter and determine if the building(s) are safe for temporary occupancy.
- ❑ Get a telephone number from the Red Cross so that you can directly communicate with the Red Cross' Shelter Manager. If normal means of communication are inoperable, work with the Police Department's Communications Coordinator to arrange for a HAM radio operator trained in ARES to be stationed at the shelter and serve as the communication link between the shelter and the EOC.

Once shelter site(s) are established:

- ❑ Make the PIO aware of the addresses of the available shelter sites.
- ❑ The Shelter Manager is responsible for keeping accurate records of every person who enters and leaves the shelter.
- ❑ If the Red Cross is not involved, the Shelter Managers are responsible to identify what special resources are needed for special needs individuals that are housed at the shelters.

Resource/Donations Management Team (Accounts Payable Clerk)

- ❑ Assist departments with their needs when they must have additional resources to carry out their duties and accept, record, track and distribute donations of money, equipment and goods. People assigned to this team should be the only contact for donations. If donations are accepted by others and the items are not needed, Riverdale City will be responsible for moving, storing, surplusing or destroying the items.

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- ❑ Begin a log of decisions, communications, and donations received. Remind other coordinators that everything needs to be documented and explain how you want the documentation completed. Forward these records to the City Recorder for official keeping.
- ❑ All receipt and distribution of resources, including special services, incurred by Riverdale City during times of an emergency will be in accordance with protocol and policies of the Business Administration Department. Waiving such policies will be at the discretion of the Business Administrator.
- ❑ If needed, coordinate with the Volunteer Coordinator (City Recorder) to find out if volunteers are willing to make or solicit for financial donations.

Miscellaneous

American Red Cross

- ❑ Upon notification, the Red Cross Emergency Services Director, Disaster Services Chairman, or designee, will determine the type and quantity of resources needed to make an effective response.
- ❑ If chapter agency and resources are overwhelmed or inadequate, the chapter will notify the ARC State Lead Unit.
- ❑ If the initial or subsequent information indicates a large-scale local disaster, the Disaster Coordination Center will be activated.
- ❑ A Disaster Action Team (DAT) will be assembled and dispatched to the disaster scene by the Red Cross Emergency Services Director or designee and DATs will be rotated as seen necessary by their Director or designee.
- ❑ A DAT consists of: a team leader, assistant team leader, damage assessor, family services case worker, first aid responder, and a mental health worker.
- ❑ Contact the Red Cross or a Community Mental Health Agency to schedule a critical incident stress debriefing for CERT and other volunteers to help them deal with any trauma they may have experienced during the incident.

Unique and Catastrophic Events

A unique and/or catastrophic event such as a major airline crash or large hazardous materials incident will require task oriented planning teams to be assembled to address the unique issues involved with each area of the event.

Riverdale's EOP will still be in effect and will be carried out as far as it is applicable, but due to the unusual circumstances, necessary atypical resources and unforeseen events, deviating from the plan is allowed under the direction of the executive staff.

CERT

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The role of CERT is to provide assistance before professional responders are able to take action. In a major disaster CERT members have been trained to provide light search and rescue, fire safety and disaster first aid. In a truly catastrophic disaster CERT members will provide temporary treatment areas for victims.

In non-emergency situations Riverdale's Volunteer and Victim Accountability Coordinator (Fire Captain Shift C) notifies Riverdale CERT members via email or using a telephone calling chain to disseminate information. In an emergency situation the Incident Commander and/or City Administrator have the authority to activate CERT through the Volunteer and Victim Accountability Coordinator (Fire Captain Shift C) or his/her designee who will utilize the City Watch Emergency Notification System or the phone tree to get the word out.

Riverdale is divided into sections and the sections are divided into blocks. Each Section Coordinator has a list of the names and phone number of each Block Captain. The Coordinator calls the first Block Captain who then calls the next person on the list. If callers fail to reach their assigned person, they go on to the next person on the list until they are able to pass on the message. The last person calls the Coordinator to confirm completions of the chain and report the names of those not contacted.

In an emergency situation the Incident Commander and/or City Administrator have the authority to activate CERT which can be done using the City Watch Emergency Notification System or the phone tree. In the event of a major disaster, when telephone communication is not functioning, Block Captains may utilize two-way radios assigned to them by Riverdale City with a dedicated FRS channel to facilitate communication. In these cases, CERT members may need to "self-activate", rapidly assessing the needs of their assigned blocks and utilizing their CERT skill to conduct rescue efforts and minimize life-threatening situations. As soon as CERT members activate, they should turn on their radios and check in with their Coordinator. Monthly radio checks insure that two-way radios are working and properly used. When a major disaster strikes, if radio communication fails due to low radio batteries, inaccessible or damaged radios or interference, communication can be done with runners, volunteers who carry written messages from one location to another. CERT members have received instruction on how to effectively pass messages via runners and will practice the procedure periodically during city-wide mock disasters.

If a Section Coordinator is not available, a Block Captain with few problems on his block should assume the role of Coordinator for that section. With information received from Block Captains, Coordinators can determine areas of critical need and the availability of team members who can support blocks where Block Captains are not functioning or are overwhelmed. CERT command can do the same with information reported by the Coordinators. All reporting and documentation to the EOC should be done using the forms in Appendix D to streamline information and includes the following information:

1. Status of residential high population center such as Riverdale Elementary and/or churches if they are occupied.
2. Fires too large for CERT teams to contain.
3. Location of trapped victims requiring professional assistance to extricate.
4. Number, location and triage status of victims.

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5. The location of any section treatment centers that have been established including the number and triage status of the injured at each location. This number will likely grow over time requiring periodic updates.

In a major disaster the CERT organization could also be effective in providing important community information such as reporting infrastructure problems including:

1. Location of downed power lines.
2. Location of broken gas mains.
3. Locations of water line and sewer breaks.
4. Location of any canal breaks.
5. Location of any significant structural damage and/or blocked roads.
6. Location of building with significant structural damage.

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Rapid Situational Assessment

Definition:

Rapid Situational Assessment includes all immediate operations following a disaster that are directly linked to initial damage assessment (intelligence gathering) in order to specifically determine lifesaving and life sustaining needs in Riverdale City. Rapid Assessment takes place immediately following an incident and focuses on determining the lifesaving needs, imminent hazards, and damages to critical lifelines in Riverdale. This function has also been referred to as a “Windshield Survey”

Purpose:

The ability of local governments to perform a rapid assessment accurately and with the first few moments after an incident is critical to providing an adequate and appropriate response for life threatening situations and imminent hazards. Coordinated and timely assessments permit local governments to prioritize response activities, allocate scarce resources, and request mutual aid quickly and accurately.

Rapid Assessment does not estimate the dollar value of the damage or the fine details. It's rather, to assess the nature, magnitude and scope of the event so that policy decision makers can assign and utilize the appropriate resources to the response, based upon prioritized needs.

When Would We Use Rapid Situational Assessment?

Following a moderate to large earthquake, tornado/high wind, or other disaster that potentially affects a large area of the community where damage information is critical to establishing the magnitude of the incident. This does not mean that assessment is done in smaller incidents. Rapid assessment is always accomplished at any incident. Rather, this question is in direct relationship to a city-wide assessment process which is formally declared or directed.

Riverdale City, will automatically implement the Rapid Assessment Plan immediately following:

- Moderate to Large Earthquake
- Tornado
- High Wind with power outage/several citizens damage reports
- Other incidents with a potential wide impact

This function can be activated for a specific area of the Riverdale City as requested by an On-scene Commander (Police Sergeant, Fire Captain, and Department of Public Works Supervisor)

Procedures for implementing this function are:

Mayor and City Council:

In concert with the Riverdale Emergency Manager, City Administrator, Police Chief, Public Works Director, request to dispatch to implement Rapid Situation Assessment Protocol for Riverdale City.

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On Scene Commander:

Request dispatch to implement Rapid Situational Assessment Protocol for Riverdale City and Notify appropriate department and agency heads.

Rapid Situational Assessment Checklist:

The following checklists are used by field personnel and EOC coordinators to document those facilities that are assessed following an emergency, and their condition. You will also note that specific assessment instructions are associated with some of the facilities outlined herein.

High Population Facilities

- Riverdale Elementary 1160 W 4400 S
- Good Foundations Academy 5101 S. 1050 W.

Check Schools first only when Schools are in session:

Churches:

- LDS 1056 W 4400 S
- LDS 4210 S 300 W
- LDS 1175 W 5500 S
- LDS 4000 S Parker Drive
- Alpine Church 1275 W 5000 S

Check Churches if incidents occur during Sunday/Church hours or other activities:

Essential Facilities:

- Riverdale Fire Station/EOC/ Rec. Center 4334 S Parker Drive
- Riverdale Police/ Administration Buildings 4600 S Weber River Drive
- Riverdale City Public Works Building 4600 S Weber River Drive(rear)
- Riverdale City Water Tank #1 500 W 5400 S
- Tank #2 and #3 Well #1 5440 S Freeway Park Drive
- Well#2 5102 S 1050 W
- Weber Basin Well 1 4800 S 700 W
- Weber Basin Well 2 5790 S South Weber Drive
- Davis and Weber main canal south foot hill below Hill AFB
- Roy Water Secondary Water 5550 S Freeway Park Drive
- Rocky Mountain Power Sub station 3975 S Pacific Ave

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- Rocky Mountain Power Sub station 4800 S 1500 W
- Rocky Mountain Power Sub station South Weber Drive
- Riverdale Senior Center 4433 S. 900 W.
- Stoney Brooke 4390 S. 700 W.

Check Davis and Weber Canal and Roy Water only after "Earth quake event"

Transportation Routes:

Major surface streets

- Riverdale Road
- 4400 S
- 700 W
- Parker Drive
- Freeway Park Drive
- 300 West
- Ritter Drive

Bridges:

- I-15 @ Riverdale Road
- I-84 @ Riverdale Road
- I-84 @ 1050 W
- I-84 @ 4400 S
- I-15 @ 4400 S
- Weber River @ Riverdale Road
- Weber River @ Parker Drive
- North Gate 1050 W

Unique Hazards:

- Union Pacific Rail Yards Riverdale Road @ Weber River
- Weber River through Riverdale City
- America First Credit Union 1344 W 4675 S

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- Hill Air Force Museum 5600 S Freeway Park Drive
- Stone Brook Assisted Living Center 4390 S 700 W
- Riverdale Senior Center 4433 S 900 W
- Gas Stations:
 - 7-Eleven 4090 S Riverdale Road
 - Sinclair 686 W Riverdale Road
 - Chevron 4104 S Riverdale Road
 - Conoco 1055 W Riverdale Road
 - Sam's Club Fueling Station 4945 S 900 W
- Questar Main High Pressure Line Under Freeway Park Drive

Report all damage to on Scene Commander or EOC.

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Possible Disasters:

Flood _____

Earthquake _____

Wildfire Fire _____

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Winter Storm _____

Airplane Crash/Fallen Aircraft _____

Hazardous Materials Incident/Contamination _____

Disease Outbreak/Pandemic/Epidemic/Infestation _____

Mudslide _____

Canal Break/Dam Failure _____

Blackout _____

Civil Unrest/Riot/Sabotage _____

Heat Wave Event _____

Terrorism Using Chemical, Biological, Radiological, Nuclear or Explosive Weapons _____

Nuclear Event/War _____

Severe Thunderstorm/Severe Winter Storm _____

Tornado _____

Multiple Structure Fires _____

Drought _____

High Winds/Micro Bursts _____

Explosion _____

Severe Drought/Blight _____

Oil Spill _____

Utility/Transportation Emergency _____

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ACRONYMS KEY

ARES	Amateur Radio Emergency Services
CAO	Chief Administrative Officer
CEO	Chief Executive Officer
CERT	Community Emergency Response Team
CISD	Critical Incident Stress Debriefing
COE	Corps of Engineers
DFIRM	Digital Flood Insurance Rate Map
DRC	Disaster Recovery Center
DRO	Disaster Recovery Operations
EAS	Emergency Alert System
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information
FEMA	Federal Emergency Management Agency
FMA	Flood Mitigation Assistance
FRP	Federal Response Plan
GIS	Geographic Information System
HMA	Hazardous Materials Accidents
IC	Incident Command
IEMS	Integrated Emergency Management System
JIC	Joint Information Center
JIS	Joint Information System
NAWAS	National Warning System
NIMS	National Incident Management System
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Public Officials Conference
SCO	State Coordinating Officer
SLE	State and Local Exercise
SOP	Standard Operating Procedures
TD	Technical Document
UCS	Unified Command System

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APPENDIX A

**Map of Riverdale
(See Attachment)**

**Streets Map of Riverdale
(See Attachment)**

**Map of utility lines in Riverdale
(See Attachment)**

**Water Department Emergency Response Plan
(On file with the Public Works Department)**

**Mutual Aid Agreements
(On File Records Room)**

**City Organizational Chart
(See Attachment)**

Directory organized by function, group or jurisdiction

**Employee Directory
(On file with HR Manager)**

**Pre-negotiated Agreements (Supplies)
(On File Records Room)**

**ATC-20 Standards
(See Attachment)**

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Resources

Utah Resources

Be Ready Utah: www.BeReadyUtah.org
Department of Public Safety—Emergency Services and Homeland Security: www.des.utah.gov
Utah Citizen Corps: www.citizencorps.utah.gov
Utah Commission on Volunteers: www.volunteers.utah.gov
Utah Emergency Management Association: www.uema.net
Utah Voluntary Organizations Active in Disaster: www.uvoad.org
Utah Department of Public Safety: www.publicsafety.utah.gov
211 Information and Referral: www.informationandreferral.org

Citizen Corps Resources

National Citizen Corps: www.citizencorps.gov
Medical Reserve Corps: www.medicalreservecorps.gov
Community Emergency Response Teams (CERT): www.citizencorps.gov/cert
Fire Corps: www.usaonwatch.org
Volunteers in Police Service: www.policevolunteers.org

Nonprofit and Professional Associations

American Red Cross: www.redcrossutah.org
Institute for Business & Home Safety: www.ibhs.org
National Emergency Management Association: www.nemaweb.org
National Fire Protection Association: www.firewise.org
Public Entity Risk Institute: www.riskinstitute.org
U.S. Chamber of Commerce: www.uschamber.com

Government Resources

Federal Emergency Management Agency (FEMA): www.fema.gov
U.S. Department of Homeland Security: www.ready.gov
U.S. Small Business Administration www.sba.gov
National Voluntary Organizations Active in Disaster: www.nvoad.org
Environmental Protection Agency: www.epa.gov
Business Continuity Planning Organizations and Publications
Association of Contingency Planners Utah Chapter: www.acputah.org
Disaster Recovery Institute International: www.drri.org
Global Partnership for Preparedness: www.globalpreparedness.org
The Business Continuity Institute: www.thebci.org
Contingency Planning and Management: www.contingencyplanning.com
Disaster Recovery Journal: www.drj.com
Disaster Resource Guide: www.disaster-resource.com
Disaster Recovery Yellow Pages: www.theDRYP.com

Cyber Security Sites

Department of Homeland Security National Cyber Alert System: www.us-cert.gov
National Cyber Security Partnership Small Business Cyber Security Guidebook:
www.cyberpartnership.org/CommonSenseGuideBus.pdf
National Cyber Security Alliance, Stay Safe Online: www.staysafeonline.info/

Special Needs Resources

Center for Disability and Special Needs Populations: www.disabilitypreparedness.org
Disaster Preparedness for People with Mobility Impairments: www.nobodyleftbehind2.org
American Humane Association: www.americanhumane.org

APPENDIX B

Locations of possible shelters within Riverdale City*

Riverdale Community Building
Riverdale Senior Center

4360 S Parker Drive
4433 S 900 W

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Riverdale Elementary School	4400 S 1050 W
LDS Ward Building	4400 S 1000 W
LDS Ward Building	4000 S Parker Drive
LDS Ward Building	1175 W 5500 S
Christian Heritage School	5120 S 1050 W
Alpine Church	5050 S 1275 W
Good Foundations Academy	5101 S. 1050 W.

*All Shelter locations will be opened as needed and run by the Red Cross with local assistance from Riverdale’s Community Services Coordinator.

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BRIEFING ASSIGNMENT
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VICTIM TREATMENT AREA
RECORD.....

COMMUNICATIONS
LOG.....

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INVENTORY.....

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GENERAL
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UTA
GREYHOUND

STRUCTURAL BUILDING SAFETY EVALUATION FORMS

DRAFT PROCLAMATION LOCAL EMERGENCY

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DIRECTORY

Riverdale Emergency Management Services Coordinator/ Fire Chief: 801-394-5541 ext. 1284
Riverdale Police Chief: 801-394-5541 ext. 1255
Riverdale Public Works Director: 801-394-5541 ext.1217
Riverdale CERT Coordinator: 801-394-5541 ext.1282 Cell: 801-791-0160
Riverdale Volunteer Coordination Center Director: 801-394-5541 ext.1271
Local American Red Cross Chapter: 801-605-3672
Weber/Morgan Health Department: 801-399-7100
Riverdale Medical Reserve Corps Coordinator
Riverdale Citizen Corps Council Chair
UVOAD/COAD Chair
Call 211 for help in managing spontaneous volunteers

Good Foundations Academy Headmaster Peggy Downs 801-393-2950 (work) 303-579-6502
(cell)

Phone Company Directory Contact Names and Numbers

Utility Companies Directory Contact Names and Numbers

ARES Directory Contact Names and Numbers

CERT Directory Contact Names and Numbers

RIVERDALE CHURCHES

RIVERDALE CIVIC GROUPS

Part 3 – Post Disaster Recovery

RESPONSE

Disasters and emergencies involve significant risks to life safety and welfare. Natural disasters, such as floods, involve contaminated flood water and debris that can produce a myriad of hazards. Major fires produce smoke, toxic gases, and the possibility of structural collapse. Hazardous materials events usually involve toxic materials that can cause numerous types of health hazards. Terrorism threats can involve chemical, biological, radiological, nuclear, or explosive devices. Major earthquakes can impact virtually every aspect of our society.

Riverdale's priorities for response:

1. Saving lives
2. Stabilizing the incident
3. Protecting & restoring critical facilities (systems)
4. Reducing property damage
5. Protecting the environment

Response Time - Residents may think that government is slow to respond. It typically takes the federal government at least 72 hours to respond to a local emergency. The response to Hurricane Katrina demonstrated that local, state, and federal governments can be overwhelmed and the community's expectations sometimes do not match the government's capabilities.

Public Information - Residents may report difficulty getting critical information about the disaster from the news media. Despite our efforts to communicate through the media by issuing regular news releases, local media often choose to edit the information significantly, which can make it inaccurate, or not use it at all in their reports. Our efforts to foster positive working relationships with all facets of the media include media briefings and polling media to see how they want to receive information, so they will use the information in their reports. These positive relationships are critical during times of disasters, as our staff works diligently to provide information to our residents.

RECOVERY

Recovery involves all of the cleanup and restoration activities that are necessary to be able to return the area to normal. This involves getting all of the damage repaired, utilities restored, and the debris cleaned up. Recovery is often the hardest phase of the disaster and may continue for an extended time. As soon as it is safe to do so, Riverdale Building Inspectors, Public Works Inspectors and Engineers will conduct preliminary damage assessments to determine the level of property damage and the parts of the critical infrastructure that may be damaged.

The City of Riverdale has the primary responsibility for protecting its residents from disasters, and for helping them to

During the recovery phase, Riverdale has taken steps to be able to provide:

- Drinking water
- Emergency shelter
- Emergency medical transport/treatment
- Assistance in seeking disaster assistance

But we normally do not provide:

- Batteries
- Flashlights
- Ice
- Generators
- Food (except in shelters and mass feeding sites)
- Transportation

These items can typically be purchased or arranged through retail establishments. If you receive questions from your constituents about these issues, you may want to refer them to the phone book or Riverdale's Emergency Manager or City Recorder who have compiled lists of vendors and supplies while coordinating staff 72 hour kits.

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recover when disaster strikes. Government agencies at all levels are key partners in this process, offering resources and programs that will help the City of Riverdale, its residents, and business owners pick up the pieces and return the community back to normal as quickly as possible.

Disaster recovery is rarely an easy process. It is financially, physically, and emotionally exhausting for everyone involved. Confusion and misinformation about relief programs often becomes an enormous source of frustration for the community members who are impacted, and for the local officials who are involved in the response. The constant delivery of information to the public regarding recovery efforts will be necessary.

Residents have their own priorities which may be different than those of the City's. Residents are often unaware of the scope of a disaster and may have unrealistic expectations about what the City of Riverdale can do for them as everyone works to recover.

Disaster Recovery Considerations

- *Debris Removal* - Debris removal on private property is typically not covered by FEMA or Riverdale and is the property owner's responsibility. If you have a constituent who has a significant problem with debris removal, call the Emergency Manager who may have information about volunteer organizations able to assist private individuals.
- *Rebuilding* - Residents may want to rebuild their house or business in the flood plain or hazard area. This brings up zoning and local ordinance issues that may need to be addressed by the City Council.
- *Generators and sandbags* – May be available from hardware stores, equipment supply companies, and equipment rental businesses but may run out during disasters. Encourage residents to have enough basic supplies on hand so that they can be on their own for at least 72 hours.

One of the most important contributions that City Council members can make is to point constituents in the right direction for the information they need. That might be to a FEMA Tele-registration number, a local assistance center, or there may be a need for volunteers to help with debris removal or other cleanup activities. If you have a constituent who has a special need for items or services, contact the EOC or the Emergency Manager.

Types of Federal Disaster Assistance

None of FEMA's programs are designed to replace individual losses 100% -- only to bring living conditions back to a "safe and habitable" condition. The majority of federal disaster assistance is conveyed in the form of U.S. Small Business Administration (SBA) Loans, not grants. Public and private entities will complete stacks of paperwork, undergo numerous inspections, and devote hundreds of staff-hours toward reimbursement for disaster-related losses. Despite these complexities, federal disaster relief is all that many individuals have to rely on to rebuild their lives. This is particularly true for those homeowners without flood insurance – and 30% of disaster related claims occur outside federally designated floodplain areas. Not all federal disaster relief programs are activated for every disaster. Presidential decisions about relief programs are based on the preliminary damage assessment and any subsequent information that may be discovered. Some disaster declarations will provide only Individual Assistance (private) or only Public Assistance (government). Hazard mitigation opportunities are available in most situations. Riverdale's efforts in the damage assessment process will help ensure that residents obtain as many benefits as possible under the law.

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Federal disaster assistance available under a major disaster declaration falls into three general categories:

- *Individual Assistance* - aid to individuals, families and business owners.
- *Public Assistance* - aid to public (and certain private non-profit) entities for certain emergency services and the repair or replacement of disaster-damaged public facilities.
- *Hazard Mitigation Assistance* - funding for measures designed to reduce future losses to public and private property. In the event of a major disaster declaration, all counties within the declared State are eligible to apply for assistance under the Hazard Mitigation Grant Program.

A brief overview of each of these programs follows.

Individual Assistance

This assistance is directed towards residents, business owners, individuals, and families - In every case, the disaster victim must register for assistance to establish eligibility. FEMA (or the providing agency) will verify eligibility and determine a need before assistance is offered. Individual Assistance includes the following programs.

- *Temporary Housing Assistance* - assures that people whose homes are damaged by disaster have a safe place to live until repairs can be completed. These programs are designed to provide funds for expenses that are not covered by insurance. They are available only to homeowners and renters who are legal residents of the United States and who were displaced by the disaster. Non-legal residents may be eligible for similar types of assistance through the American Red Cross or other non-governmental agencies.
- *Home Repair Assistance* - helps repair a home to a "habitable" condition. The amount of the check is based on structural damage, as determined by a FEMA inspection.
- *Rental Assistance* - provides for rent until affected structure becomes habitable.
- *Mortgage and Rental Assistance (MRA)* - provides a check to pay the rent or mortgage to prevent eviction or foreclosure.
- *Small Business Administration Disaster Loans* - The SBA can provide three types of disaster loans to qualified homeowners and businesses: Home Disaster Loans to homeowners and renters, Business Physical Disaster Loans to business owners to repair or replace disaster-damaged property, and Economic Injury Disaster Loans, which provide capital to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period. For many individuals the SBA disaster loan program is the primary form of disaster assistance.
- *Individual and Family Grants (IFG)* - The IFG provides funds for the necessary expenses and serious needs of disaster victims that cannot be met through insurance or other forms of disaster assistance (including low interest loans from the Small Business Administration). Among the needs that can be met through the IFG Program are housing, personal property, medical, dental, funeral, transportation and required flood insurance premiums.

Other FEMA programs for individuals include Disaster Unemployment Assistance, Legal Services, Tax Relief Considerations and Crisis Counseling.

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Public Assistance

FEMA Public Assistance funds the repair, restoration, reconstruction, or replacement of a public facility or portion of the infrastructure that is damaged or destroyed by a disaster. Certain private nonprofit (PNP) organizations may also receive public assistance. Eligible PNP's include educational, utility, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public.

As soon as practicable after the declaration, the State, assisted by FEMA, conducts briefings for State, local and PNP officials to inform them of the assistance available and how to apply for it. Intent to apply for assistance must be filed with the State within 30 days after the area is designated eligible for assistance.

Projects fall into the following categories: Debris removal, Emergency protective measures, Road systems and bridges, Water control facilities, Public buildings and contents, Public utilities, and Parks and Recreation. FEMA reviews and approves the project applications and obligates the Federal share of the costs (75 percent) to the State. The State then disburses funds to local applicants. The State will cover 75% of the project costs that FEMA does not cover and may elect to cover the full share not covered by FEMA.

For small projects, payment of the Federal share of the estimate is made upon approval of the project and no further accounting to FEMA is required. For large projects, payment is made on the basis of actual costs determined after the project is completed; although interim payments may be made as necessary. Once FEMA obligates funds to the State, further management of the assistance, including disbursement to sub-grantees, is the responsibility of the Utah Department of Public Safety, Division of Homeland Security.

Hazard Mitigation Assistance - Hazard mitigation refers to sustained measures enacted to reduce or eliminate long-term risk to people and property from natural hazards and their effects. In the long term, mitigation measures reduce personal loss, save lives, and reduce the cost to the nation of responding to and recovering from disasters. Eligible mitigation projects include acquisition or relocation of properties located in high hazard areas; elevation of flood prone structures; seismic and wind retrofitting of existing structures; and protecting existing structures against wildfire.

Part 4 – Hazard Mitigation Plan

Section 1 - Introduction

The City of Riverdale is vulnerable to natural and technological (human-caused) hazards that threaten the health, welfare and security of our residents. The cost of response to and recovery from potential disasters can be substantially reduced when attention is turned to mitigating their impacts and effects before they occur or re-occur.

Hazard mitigation is defined as any cost-effective action that has the effect of reducing, limiting, or preventing vulnerability of people, property, and/or the environment to potentially damaging, harmful, or costly hazards. Hazard mitigation actions, which can be used to eliminate or minimize the risk to life and property, fall into three categories: first, those that keep the hazard away from people, property and structures; second, those that keep people, property and structures away from the hazard; and third, those that do not address the hazard at all but rather reduce the impact of the hazard on the victims such as insurance. This mitigation plan has strategies that fall into all three categories.

Hazard mitigation actions must be practical, cost effective, environmentally and politically acceptable. Actions taken to limit the vulnerability of society to hazards must not in themselves be more costly than the anticipated damages.

Capital investment decisions must be considered in conjunction with natural hazard vulnerability. Capital investments can include homes, roads, public utilities, pipelines, power plants, chemical plants, warehouses and public works facilities. These decisions can influence the degree of hazard vulnerability of a community. Once a capital facility is in place, few opportunities will present themselves over the useful life of the facility to correct any errors in location or construction with respect to hazard vulnerability. It is for these reasons that zoning ordinances, which could restrict development in high vulnerability areas, and building codes, which could ensure that new buildings are built to withstand the damaging forces of hazards, are the most useful mitigation approaches a city can implement.

Often, hazard mitigation is a neglected aspect within emergency management. When local governments place a low priority on mitigation implementation activities relative to the perceived threat, some important mitigation measures may be neglected in favor of higher priority activities. Mitigation success can be achieved, however, if accurate information is portrayed through complete hazard identification and impact studies, followed by effective mitigation management. Hazard mitigation is the key to greatly reducing long-term risk to people and property from natural hazards and their effects. Preparedness for all hazards includes response and recovery plans, training, development, management of resources and the need to mitigate each jurisdictional hazard.

1.1 Adoption of Wasatch Front Regional Plan

The City of Riverdale has adopted by resolution the Wasatch Front Natural Hazard Pre-Disaster Mitigation Plan as the jurisdictions multi-hazard mitigation plan and has resolved to execute the actions in the plan. (Riverdale Resolution ?)

1.2 Inclusion of Pre-Disaster Mitigation Plan

Due to its size, the full copy of the plan is not included herewith, but a copy of the plan is available in the office of the Riverdale City Recorder. The Wasatch Front Natural Hazard Pre-Disaster Mitigation Plan is also available online at: http://www.wfrc.org/new_wfrc/index.php/wfrc-publications/natural-hazard-mitigation

Please refer to the Wasatch Front Natural Hazard Pre-Disaster Mitigation Plan for a full description of:

- identified goals and objectives of the plan
- regional data
- capabilities assessment
- risk assessment
- regional hazards
- County –wide mitigation strategies

Section 2 – Executive Summary of Pre-Disaster Mitigation Plan

2.1 Plan Mission

The Wasatch Front Regional Council (WFRC) developed the Pre-Disaster Mitigation Plan in partnership with the jurisdictions it serves to substantially and permanently reduce the region's vulnerability to natural hazards. The plan is intended to promote sound public policy and protect or reduce the vulnerability of the residents, critical facilities, infrastructure, private property and the natural environment within the region. This can be achieved by increasing public awareness, documenting resources for risk reduction and loss-prevention and identifying activities to guide the development of a less vulnerable and more sustainable community.

2.2 Plan Update

The 2008 plan represents an update of the Pre-Disaster Mitigation Plan that was approved by the cities, counties, the State and by FEMA in 2003. All of the demographic data, maps, vulnerability assessments and mitigation strategies have been revised to reflect the constant growth throughout the five county area. Development pressures in hazard areas will continue to increase the risk to residents. The entire plan was reviewed and analyzed by the planning team throughout the planning process and again at the final draft stage before submittal to the state and FEMA.

2.3 Plan Organization

The plan was developed and organized within the rules and regulations established under 44 Code of Federal Regulations (CFR), Section 201.6 and contains a discussion on the purpose and methodology used to develop the plan, a profile on communities within WFRC, as well as a hazard identification study and a vulnerability analysis of eight hazards. To assist in the explanation of the above-identified contents there are several appendices included which provide more detail on specific subjects. This is intended to improve the ability of communities within

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EMERGENCY OPERATIONS PLAN

the WFRC planning district to respond to emergencies and disasters. It will also document valuable local knowledge on the most efficient and effective ways to reduce loss.

2.4 Plan Funding

The plan was funded and developed under the Pre-Disaster Mitigation Program provided by the Federal Emergency Management Agency (FEMA) and the Utah Department of Public Safety, Division of Homeland Security (DHLS).

2.5 Plan Participation

Plan participation was completed as a result of a collaborative effort between the WFRC, DHLS, city and county emergency managers, fire departments, sheriff's offices, public works departments, planning commissions, assessor's offices, city and county geographic information systems (GIS) departments, special service districts, school districts, elected officials, public employees and citizens of the cities and towns within Davis, Morgan, Salt Lake, Tooele and Weber Counties. Interviews were conducted with stakeholders from the communities and workshops were conducted during the plan development phase. Additionally, through public hearings, workshops and draft plan displays, ample opportunity was provided for public participation. Any comments, questions and discussions resulting from these activities were given strong consideration in the development of this plan.

Section 3 – Plan Maintenance and Implementation

3.1 Monitoring, Evaluating and Updating the Plan

Periodic monitoring and updates of the Pre-Disaster Mitigation Plan are required to ensure that the goals and objectives for the region are kept current and that local mitigation strategies are being carried out. The plan has been designed to be user-friendly in terms of maintenance and implementation.

3.2 Annual Review Procedures

Local jurisdictions shall annually review this plan, as required by the Utah Division of Homeland Security (DHLS), or as situations dictate such as following a disaster declaration. If the participating jurisdictions or DHLS determines that a modification of the plan is warranted, an amendment to the plan may be initiated.

3.3 Revisions and Updates

Each county emergency manager will regularly monitor and annually review the plan and is responsible to make revisions and updates. The annual review is required to ensure that the goals and objectives for the region are kept current. More importantly, revisions may be necessary to ensure the plan is in full compliance with federal regulations and state statutes. This portion of the plan outlines the procedures for completing such revisions and updates. The plan will also be revised to reflect lessons learned or to address specific hazard incidents arising out of a disaster.

3.4 Five Year Plan Review

The entire plan including any background studies and analysis shall be revised and updated every five years to determine if there have been any significant changes in the region that would affect the plan. Increased development, increased exposure to certain hazards, the development of new mitigation capabilities or techniques and changes to federal or state legislation are examples of changes that may affect the condition of the plan.

The Natural Hazard Pre-Disaster Mitigation Planning Committees and Local Working Groups, with a potential membership representing every jurisdiction in the WFRC Region, will be reconstituted for the five year review/update process. Typically, the same process that was used to create the original plan will be used to prepare the update.

If the participating jurisdictions or DHLS determine that the recommendations warrant modification to the plan, an amendment may be initiated as described below.

3.5 Plan Amendments

The Utah DHLS State Hazard Mitigation Officer, Local Mitigation Committee, or Mayor/City Administrator of an affected community will initiate amendments and updates to the plan. Further details on the amendment process are discussed in the plan.

3.6 Implementation through Existing Programs

Once the plan is promulgated, participating cities and counties will be able to include the plan's information in existing programs and plans. These could include Riverdale's General Plan, Capital Improvements Plan, Emergency Operations Plan, State Mitigation Plan, or City Mitigation Plans. Many of the mitigation actions developed by the cities and counties have elements of mitigation implementation including the National Flood Insurance Program (NFIP), the Utah Wildland-Urban Interface Code, the Building Code Effectiveness Grading System (BCEGS), and Community Rating System (CRS), all of which have been implemented.

3.7 Process

It will be the responsibility of Mayor/Council/Planning Commissioner(s) of each jurisdiction, as he/she/they see fit, to ensure these actions are carried out no later than the target dates unless reasonable circumstances prevent their implementation (i.e. lack of funding availability).

3.8 Funding Sources

Although all mitigation techniques will likely save money by avoiding losses, many projects are costly to implement. The WFRC jurisdictions shall continue to seek outside funding assistance for mitigation projects in both the pre- and post-disaster environment. A portion of the plan identifies the primary federal and state grant programs for WFRC jurisdictions to consider, and also briefly discusses local and non-governmental funding sources.

Part 5 – Preparedness Plan

PREPAREDNESS

- Preparedness involves activities that are done before a disaster; such as training, planning, community education and exercises. Riverdale City encourages others to have plans and emergency supplies for both their home and workplace and encourages people to get involved in their community and promote a neighborhood approach to emergency preparedness. Effective incident management begins with prevention and preparedness activities conducted continually, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification & certification standards; and equipment acquisition/certification.

Riverdale's Community Preparedness Programs

- *Riverdale Get Ready* – This two-hour course is designed to help the residents of Riverdale learn how to protect themselves and their families against all types of hazards. The focus of the course is on how to develop disaster supplies kits and how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property.
- *Riverdale CERT* - The Community Emergency Response Team (CERT) Program is a twenty-four hour course that educates people about disaster preparedness for hazards that may impact their neighborhood. This course trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.
- *Riverdale Fire Awareness* - This two-hour course teaches residents about the science of fire. They learn how to identify potential fire hazards, information about using smoke and carbon monoxide detectors in their home, how to conduct their own fire drills and some basic information about hazardous materials. Participants also receive hands on training in the use of fire extinguishers.
- *Riverdale Home & Personal Safety* – In this two-hour course participants learn how to make their home safer and more resistant to crime. The course teaches techniques and ideas on how they can deter burglars, vandals and how to establish a safer neighborhood by participating in a Neighborhood Watch group in their area. Participants also learn about how to reduce the risk of identity theft and what to do if their identity is stolen or compromised.
- *First Aid, CPR & AED Training* – These courses include information on how to manage minor injuries and illnesses in the first few minutes until trained emergency responders arrive. The classes include classroom discussions and practical exercises. The AED course teaches CPR and relief of choking in adults & children; Automatic External Defibrillator (AED) use and use of various types of barriers.

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Acronyms & Glossary

ARES	Amateur Radio Emergency Services
CFR	Code of Federal Regulations
CRS	Community Rating System
DPS	Department of Public Safety
DEM	Division of Emergency Management
DHLS	Division of Homeland Security
EOC	Emergency Operation Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HSPD	Homeland Security Presidential Directive
ICS	Incident Command System
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
OARC	Ogden Amateur Radio Club
WMHD	Weber/Morgan Health Department
SOG	Standard Operating Guidelines
UDOT	Utah Department of Transportation
UHP	Utah Highway Patrol
USAR	Urban Search And Rescue
UTA	Utah Transit Authority
VOAD	Voluntary Organizations Active in Disaster
WFRC	Wasatch Front Regional Council

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: F3

SUBJECT: Consideration of appointing Riverdale City Recorder as Riverdale City's Historical Representative to qualify for historical project funding through Weber County R.A.M.P. grants

PETITIONER: City Recorder

ACTION REQUESTED BY PETITIONER: Consideration of appointing Riverdale City Recorder as Riverdale City's Historical Representative to qualify for historical project funding through Weber County R.A.M.P. grants

INFORMATION: None.

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**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: G1

SUBJECT: Consideration of Resolution 2014-5 adopting a contract for new Riverdale City Administrator

PETITIONER: Mayor Norm Searle

ACTION REQUESTED BY PETITIONER: Consideration of Resolution 2014-5 adopting a contract for new Riverdale City Administrator

INFORMATION:

[Executive Summary](#)

[Resolution 2014-5](#)

[Proposed agreement for employment for new city administrator](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on: March 4, 2014

Summary of Proposed Action

Requesting approval of an Employment contract for the new City Administrator.

Requested By

Petitioner(s): Mayor, Norm Searle

Summary of Supporting Facts & Options

The City is in need of a new City Administrator as a result of the retirement of Larry Hansen. The City has advertised and interviewed a number of potential candidates. As a result of this process, I have arrived at a decision point to recommend one of those candidates as Larry's replacement and I have negotiated an Employment Contract with him that I feel meets the needs, expectations and acceptable obligations of the city and which the candidate has agreed to accept.

I am now proposing this contract to the Council for final review approval.

Legal Comments - City Attorney

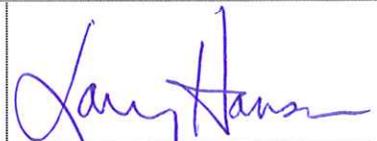

Steve Brooks, Attorney

Fiscal Comments - Treasurer/Budget Officer

The payout for a voluntary resignation in section 7.3 seems excessive and not in the best interest of the City in my opinion. Paying accrued leave hours at the current wage would seem more reasonable, rather than paying at a combined rate of wage and benefits.


Lynn Fortie, Treasurer

Administrative Comments - City Administrator


Larry Hansen, City Administrator



RESOLUTION NO. 2014-5

**A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT
FOR EMPLOYMENT AS CITY ADMINISTRATOR BETWEEN
CITY ADMINISTRATOR AND THE CITY OF RIVERDALE**

WHEREAS, Riverdale City finds itself in need of a new City Administrator (herein CA) as a result of the pending retirement of the current City Administrator, Larry Hansen, as the City's Chief Appointed Official (City Administrator); and

WHEREAS, Riverdale City, consisting of the Mayor and City Council, has advertised for the position, compiled a list of potential candidates and interviewed a number of those that applied for the position; and

WHEREAS, as a result of those interviews, the Mayor has chosen a new CA and has negotiated the terms and conditions of his employment in an Employment Agreement; and

WHEREAS, both Riverdale City and the new CA now desire to have the employment agreement between them approved for the period and under the terms of said agreement; and by doing so will promote the health, safety and the general welfare of the City and community at large.

NOW THEREFORE, BE IT HEREBY RESOLVED by the City Council of Riverdale City, that the Mayor with the attestation of the City Recorder, is hereby empowered to enter into and execute an Agreement for Employment as City Administrator with the new CA in the form and containing the terms as annexed hereto as "Exhibit A".

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 4th day of March, 2014.

Norm Searle, Mayor

Attest:

Ember Herrick, City Recorder



AGREEMENT FOR EMPLOYMENT

THIS AGREEMENT, made and entered into this March 4, 2014, by and between Riverdale City Corporation, a Utah Municipal Corporation (hereinafter "City"), and New City Administrator, an individual person (hereinafter "NCA").

WITNESSETH THE PARTIES HERETO:

WHEREAS: City desires to employ the services of NCA as the City's Chief Appointed Official (hereinafter referred to as "Chief Administrative Officer" or "City Administrator"); and

WHEREAS: City believes the employment of NCA as the City Administrator will improve and enhance the effectiveness and efficiency of City operations; and

WHEREAS: It is the desire of the Mayor and City Council (hereinafter "Governing Body") of Riverdale City to:

1. Secure and retain the services of NCA and to provide inducement for him/her to accept such employment;
2. To make possible full work productivity by assuring to NCA morale and peace of mind with respect to future employment security;
3. To establish the employment expectations of the City for NCA;
4. To establish a just means of compensation for the employment of NCA; and
5. To provide a just means of compensation for the separation of NCA from the City's employment; and

WHEREAS: NCA desires to be employed by the City as the Riverdale City Administrator.

NOW THEREFORE BE IT KNOWN:

In consideration of the mutual covenants herein contained, City and NCA agree as follows:

SECTION 1. DUTIES.

- 1.1 NCA shall be the City's Chief Administrative Officer (City Administrator) to whom all employees of the City shall report. All City employees make up the

administrative service of the City and, as such, all City employees are subordinates of the City Administrator.

- 1.2 NCA shall be responsible to the Governing Body for the day-to-day operations of the City and for such other professional duties as assigned or needed.
- 1.3 NCA will present ideas and make suggestions to the Governing Body, and shall advise the Governing Body on matters of policy, procedure and business requiring Governing Body approval or awareness. NCA shall use his/her best efforts to lawfully implement the final decisions of the Governing Body, and shall represent, support, and defend the final decisions of the Governing Body.
- 1.4 NCA shall be employed by the City with the title of City Administrator, and shall carry out such duties and functions as set forth in State and Federal Law, City Ordinances and Policy, and as set forth in the adopted City Administrator Job Description contained in the City's Human Resources Manual.

SECTION 2. COMPENSATION – SALARY.

- 2.1 City shall compensate NCA for his/her services as the City Administrator, an initial salary at the annual rate of \$96,012.80 (Tech Net Survey # 125 – Riverdale City Step 5) effective from NCA's date of hire until July 1, 2015 when NCA's salary shall be established by ordinance adopted annually in the approval of the City's Fiscal Budget. Said salary shall be paid to NCA on the same pay schedule as established by the usual and customary pay schedule for employees of the City. Said salary shall be paid beginning on the first payroll date following the date of starting employment and shall adjust according to city-wide pay schedule adjustments each July 1st thereafter beginning 2015.
- 2.2 NCA may be compensated above the terms of this agreement upon recommendation of the Governing Body and as adopted in the City's Fiscal Budget.
- 2.3 NCA may also be awarded specific performance bonuses separate and apart from the salary as set forth above. Said performance bonuses may be awarded pursuant to any Governing Body approved performance incentive program for City employees or for specific written performance goals and objectives established for NCA by the Mayor.

SECTION 3. COMPENSATION – BENEFITS.

- 3.1 All provisions of the City's Personnel Policies and Procedures Section of the City's Human Resources Manual and other rules and regulations relating to sick leave, retirement and pension system contributions, holidays, health, dental and life insurances, administrative leave, FMLA leave, and other fringe benefits and working conditions shall also apply to NCA as they would to other management

employees of the City, in addition to said benefits enumerated specifically for the benefit of NCA, as provided herein.

- 3.2 The City shall accrue 14 days of vacation leave to NCA on the date of hire and thereafter 7 hours per semi-monthly pay period. NCA's vacation period shall run with the fiscal year. Beginning with July 1, 2015, NCA shall be permitted to carry into each fiscal year no more than two-hundred-forty (240) hours of vacation time from the previous fiscal year. Being classified as an exempt employee for FLSA purposes, NCA shall not be entitled to overtime pay and/or compensatory leave, NCA's existing balance of vacation leave in excess of 240 hours on June 30th of each year shall be paid as a lump sum on the July 15th payroll at NCA's salary rate in effect for the July 15th payroll period. The City shall pay the required premiums on term life on NCA similar to those furnished to other City employees.
- 3.3 Any future requirements made by the Federal or State Government which would be paid by the City for its employees shall also be paid by the City for NCA.
- 3.4 In recognition of the city's need for NCA to travel locally in meeting needs of citizens, attending various meetings in various locations, attending to other official city business and for other official functions and uses, the city shall compensate NCA a monthly vehicle allowance in the amount of \$450.00 per month. NCA also agrees by receiving said allowance to assume all of the responsibilities of ownership including operations, maintenance, tax, licensing, registrations, inspections, insurance, etc.
- 3.5 In recognition of NCA's need for a cell phone, NCA will either be provided a cell phone by the City or be reimbursed at the usual monthly rate for other employees should NCA choose to use his personal phone.

SECTION 4. DUES, SUBSCRIPTIONS AND PROFESSIONAL DEVELOPMENT.

- 4.1 The City shall provide through the budgetary process, resources for NCA to pay all professional licensing fees and professional association membership dues as are required or necessary for the employment and development of NCA as the Chief Appointed Official of Riverdale City, as set forth in the City Administrator Job Description, referred to above.
- 4.2 The City shall provide through the budgetary process, resources for NCA to attend continuing education courses, seminars, conferences, short courses, professional association meetings and luncheons, etc., for the continued professional development of NCA and for the good of the City. NCA is expected to pursue and attend official functions in behalf of the City.

- 4.3 The city recognizes that certain expenses of an “out-of-pocket” or general job affiliated nature are incurred by NCA, and the City agrees to reimburse or to pay said expenses to NCA. Said reimbursement shall be upon receipt of executed expense or petty cash vouchers, receipts, statements or personal affidavits.

SECTION 5. PROFESSIONAL LIABILITY INSURANCE AND BONDING.

- 5.1 The City shall provide professional liability insurance to cover NCA against all professional liability claims arising out of an alleged act or omission occurring in the performance of NCA duties, in the amount of one million dollars.
- 5.2 The City shall pay the cost of a fidelity bond or other bonds required by law for NCA or as deemed advisable by the Governing Body.

SECTION 6. TERM OF AGREEMENT.

- 6.1 The term of this agreement shall be for a period of 3 years beginning on the date of hire. This agreement may be renewed at any time by mutual agreement of the parties hereto prior to the expiration of the afore stated term.
- 6.2 The term of this agreement may be extended on a month-to-month basis following the expiration of the afore stated term pending active negotiations for a new agreement. Said active negotiation period may extend for up to six (6) months. In the event a new agreement is not mutually accepted by the parties within the six (6) month extended period, this/her agreement shall be deemed terminated by the City.
- 6.3 Nothing in this/her agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of NCA as City Administrator at any time for just cause, subject to the provisions of this agreement. For purpose of interpretation, just cause is defined as a criminal conviction for malfeasance in office, or a felony conviction, then the City shall have no obligation to pay severance indicated, except for items NCA may be legally entitled to.
- 6.4 Nothing in this agreement shall prevent, limit or otherwise interfere with the right of NCA to resign his/her position with the City upon thirty (30) days notice to the City.
- 6.5 Nothing in this/her agreement shall prevent the parties from mutually agreeing to the termination of this agreement, and renegotiating the severance for such mutually agreed upon termination.

SECTION 7. TERMINATION AND SEVERANCE.

- 7.1 Termination of this agreement by the City occurs as follows:
- A. The City reduces the salary or other financial benefits of NCA in a greater percentage than an applicable across-the-board reduction for all employees of the City; or
 - B. The City is in default of any of the provisions of this agreement, and fails to cure the default within thirty (30) days from receipt of written notice of such default; or
 - C. The City terminates NCA's employment, as City Administrator, with the City; or
 - D. The City fails to renew this agreement for any reason prior to the agreement expiration date, or such expiration date as shall be extended through subsequent renewals of this agreement, or the City fails to enter into a mutually acceptable renegotiated agreement between the parties; or
 - E. NCA resigns from the City's employ, as City Administrator, following a request from a majority of the Governing Body that he/she resign his/her position.
- 7.2 In the event NCA is terminated by the City as City Administrator, after the effective date of this agreement, as set forth herein, the City agrees to compensate NCA as follows:
- A. An amount equal to NCA's monthly salary, as in effect at the time of the termination for a period of 6 months; and,
 - B. An amount equal to the COBRA health and dental insurance premiums for NCA and family members, as in effect at the time of the termination for a period of 6 months; and,
 - C. An amount equal to the term life insurance premium on NCA, as in effect at the time of the termination for a period of 6 months; and,
 - D. An amount equal to the retirement benefit paid for NCA, as in effect at the time of the termination for a period of 6 months; and,
 - E. An amount equal to one hundred percent (100%) of all vacation and sick leave hours accrued and being carried by NCA as of the time of the termination; and
 - F. An amount equal to any and all other financial benefits due and owing to NCA or given to all other employees of the City as of the date of the termination.
 - G. In the event NCA is terminated for just cause, then the City shall have no obligation to pay the severance package designated in this Section. For purpose of interpretation, just cause is defined as a criminal conviction for malfeasance in office, or a felony conviction, then the City shall have no obligation to pay severance indicated, except for items NCA may be legally entitled to.

- 7.3 In the event NCA voluntarily resigns from his/her employment with the City, upon adequate written notice, and the resignation does not constitute a termination, as set forth above, the City agrees to pay NCA an amount equal to NCA's then due and owing salary and retirement benefit, and an amount equal to one hundred percent (100%) of the vacation and sick leave hours accrued and being carried by NCA as of the effective date of the resignation. The payout for said accrued leave hours shall be increased and calculated based on the combination of the City's existing hourly salary together with the equivalent value of employee benefits at the rate as calculated or established on the City's compensation system for all Full-time employees.

SECTION 8. NOTICES.

Notices pursuant to this/her agreement may be made by either deposit of postage paid, certified mail, or hand delivery, in person, as follows:

To the City:

Riverdale City Corporation
Mayor or City Council
4600 South Weber River Drive
Riverdale UT 84405

To NCA:

New City Administrator

Or to such other address as may be designated by the parties hereto.

SECTION 9. GENERAL PROVISIONS.

- 9.1 The terms herein shall constitute the entire agreement between the parties and any changes shall be reduced to writing and agreed upon by both parties.
- 9.2 This agreement shall be binding upon the parties and inure to the benefit of the heirs at law and executors of NCA.
- 9.3 This agreement shall become effective commencing immediately upon the signing by both parties.
- 9.4 If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or

portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Riverdale has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Recorder, and NCA has signed and executed this Agreement, both in duplicate, the day and year first above written.

Riverdale City By:

Mayor

ATTEST:

Ember Herrick, City Recorder

New City Administrator

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: G2

SUBJECT: Consideration of appointment of a new Riverdale City Administrator

PETITIONER: Mayor Norm Searle

ACTION REQUESTED BY PETITIONER: Consideration of appointment
of a new Riverdale City
Administrator

INFORMATION: To be presented at the meeting.

[BACK TO AGENDA](#)

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: G3

SUBJECT: City Council authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to replace Engine 41 in the FY 2015 budget year

PETITIONER: Roger Bodily, Fire Chief

ACTION REQUESTED BY PETITIONER: City Council authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to replace Engine 41 in the FY 2015 budget year

INFORMATION: [Executive Summary](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:
March 4, 2014

Petitioner:
Roger M. Bodily, Fire Chief

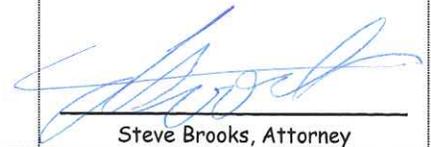
Summary of Proposed Action

City Council authorization for Chief Bodily, Riverdale Fire Department to prepare bid documents and or an RFP to replace Engine 41 in the FY 2015 budget year.

Summary of Supporting Facts & Options

In the FY 2015 capital projects budget, the Fire Department has identified a new pumper to replace the 1998 Pierce pumper that is currently in use. The bid process can take a large amount of time to complete. Chief Bodily is requesting that the council authorize him to prepare bid documents, and an RFP so that accurate numbers can be brought back to the council for inclusion in the FY 2015 budget. Once the accurate figures are obtained, the Chief will again ask for authorization to purchase the new pumper when the FY 2015 budget is approved and in force.

Legal Comments - City Attorney

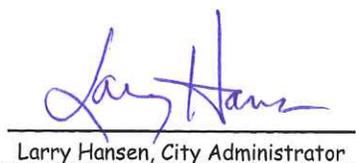

Steve Brooks, Attorney

Fiscal Comments - Treasurer/Budget Officer


Lynn Fortie, Treasurer

Administrative Comments - City Administrator

Lagne


Larry Hansen, City Administrator

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: G4

SUBJECT: City Council authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to design for remodel of Station 41 and RFP documents to solicit proposals from contractors for the Station 41 upgrades including bedrooms, truck bay, exercise room and day room in the FY 2015 budget year

PETITIONER: Roger Bodily, Fire Chief

ACTION REQUESTED BY PETITIONER:

City Council authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to design for remodel of Station 41 and RFP documents to solicit proposals from contractors for the Station 41 upgrades including bedrooms, truck bay, exercise room and day room in the FY 2015 budget year

INFORMATION:

[Executive Summary](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:
March 4, 2014

Petitioner:
Roger M. Bodily, Fire Chief

Summary of Proposed Action

City Council authorization for Chief Bodily, Riverdale Fire Department to prepare design for remodel of Station 41 and RFP documents to solicit proposals from contractors for the Station 41 upgrades including bedrooms, truck bay, exercise room and day room in the FY 2015 budget year.

Summary of Supporting Facts & Options

At the strategic planning session on February 22, 2014 Chief Bodily presented the City Council with information outlining safety issues at the Fire Station. Chief Bodily proposed a remodel of the station by adding a wing to accommodate bedrooms with windows, relocating the exercise room, install an exhaust system in the truck bay, upgrade the kitchen, and relocate the day room and some misc. painting and carpeting.

After the design is completed Chief Bodily will bring the information to the council for final approval before doing an RFP for the contractor to complete the project.

Legal Comments - City Attorney

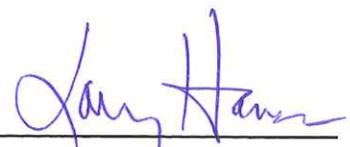

Steve Brooks, Attorney

Fiscal Comments - Treasurer/Budget Officer

There isn't any budget in this year designated for this purpose, but I will charge the expense to Capital Projects. It would be nice to know how much we're looking at.


Lynn Fortie, Treasurer

Administrative Comments - City Administrator


Larry Hansen, City Administrator

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: G5

SUBJECT: Consideration of Resolution 2014-6 adopting a Riverdale City Council Guide to Disaster Operations

PETITIONER: Roger Bodily, Emergency Manager

ACTION REQUESTED BY PETITIONER: Consideration of Resolution 2014-6 adopting a Riverdale City Council Guide to Disaster Operations

INFORMATION:

[Executive Summary](#)

[Resolution 2014-6](#)

[Proposed Riverdale City Council Guide to Disaster Operations](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:
March 4, 2014

Petitioner:
Roger M. Bodily, Fire Chief & Emergency Manager

Summary of Proposed Action

Consideration of Resolution 2014-6 adopting a Riverdale City Council Guide to Disaster Operations

Summary of Supporting Facts & Options

The Council and staff have had an opportunity to review and amend the attached draft of Riverdale City's proposed Council Guide to Disaster Operations since it was included in the February 22, 2014 Strategic Planning packet and I am now recommending the Council formally adopt the guide through Resolution 2014-6 to clarify the role of local government officials in an emergency situation.

Legal Comments - City Attorney


Steve Brooks, Attorney

Fiscal Comments - Treasurer/Budget Officer


Lynn Fortie, Treasurer

Administrative Comments - City Administrator

I agree, this is a good step.


Larry Hansen, City Administrator



RESOLUTION NO. 2014-6

**A RESOLUTION TO ADOPT THE RIVERDALE CITY COUNCIL GUIDE TO
DISASTER OPERATIONS**

WHEREAS, Riverdale City and the incorporated area are subject to numerous potential and serious hazards, disasters and emergencies; and

WHEREAS, Riverdale City recognizes the importance of being prepared for such disasters and wishes to make preparations in an effort to lessen the damage and hardships that these disasters can cause; and

WHEREAS, as a part of that preparation, Riverdale City strives to ensure the effective planning and management of response forces and resources in responding to situations associated with said disasters; and

WHEREAS, Riverdale City has prepared a Council Guide to Disaster Operations that will outline and guide the Council and other city responsibilities during an emergency; and

WHEREAS, Riverdale City now wishes to officially adopt the Council Guide to Disaster Operations as the accepted document to be used in disaster situations and operations and feels that such act will better promote the health, safety and welfare of the City and community at large.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Riverdale City hereby accepts and formally recognizes the Council Guide to Disaster Operations as the document to be recognized and used in such disaster situations and commits to continuing to support of the preparations for emergency operations throughout the city of Riverdale. The City Council Guide to Disaster Operations is attached hereto as Exhibit "A".

This resolution shall take effect immediately upon its adopting and passage.

PASSED AND ADOPTED this 4th day of March, 2014

Norm Searle, Mayor

Attest:

Ember Herrick, City Recorder

This guide is designed to provide the Riverdale City Council with information relating to their roles during disasters and to assist them in the decision-making process.

As an elected official, you have a significant role in the Riverdale emergency response organization and your response to disasters is an important part of the continuity of government. Your actions influence community members as well as employees and directly impact the City's ability to protect lives, property, and the environment.

Your primary role during a disaster is one of policymaker, communicator, liaison, and oversight. You know the needs of the community and you have already established effective channels of communication with your constituents.

The City's Emergency Operations Plan (EOP) clearly spells out how the City and various other agencies, individually and collectively, prepare for, respond to, and recover from disasters. This integrated emergency management system is based on an "all-hazards approach" to dealing with incidents which allow the City to manage disasters no matter the size or complexity.

As with all disaster service workers, your ability to support emergency response efforts will depend directly upon your preparedness at home and at work.

Please take the time to familiarize yourself with this guide.

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DRAFT

PHASES OF EMERGENCY MANAGEMENT

The phases of emergency management (mitigation & prevention, preparedness, response, and recovery) represent the various elements of a disaster. The phases are dynamic and interconnected. For example, tasks taken to recover from a disaster may have effects on mitigation, preparedness, and response to future occurrences and recovery efforts will begin almost immediately while the initial response efforts are still underway.



MITIGATION & PREVENTION

Mitigation refers to any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation, also known as prevention (when done before a disaster), encourages long-term reduction of hazard vulnerability. The goal of mitigation is to decrease the need for response as opposed to simply increasing the response capability. Mitigation can protect critical community facilities, reduce exposure to liability, and minimize community disruption.

PREPAREDNESS

Preparedness involves activities that are done before a disaster; such as training, planning, community education and exercises. As a civic leader you should encourage others to have plans and emergency supplies for both their home and workplace. Additionally, you should be encouraging them to get involved in their community and promote a neighborhood approach to emergency preparedness. Additionally, you have the opportunity to be a good example by developing a family disaster plan and creating emergency supply kits for both your home and your workplace.



Riverdale's Community Preparedness Programs

- *Riverdale Get Ready* – This two-hour course is designed to help the residents of Riverdale learn how to protect themselves and their families against all types of hazards. The focus of the course is on how to develop disaster supplies kits and how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property.

- *Riverdale CERT* - The Community Emergency Response Team (CERT) Program is a twenty-four hour course that educates people about disaster preparedness for hazards that may impact their neighborhood. This course trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.
- *Riverdale Fire Awareness* - This two-hour course teaches residents about the science of fire. They learn how to identify potential fire hazards, information about using smoke and carbon monoxide detectors in their home, how to conduct their own fire drills and some basic information about hazardous materials. Participants also receive hands on training in the use of fire extinguishers.
- *Riverdale Home & Personal Safety* – In this two-hour course participants learn how to make their home safer and more resistant to crime. The course teaches techniques and ideas on how they can deter burglars, vandals and how to establish a safer neighborhood by participating in a Neighborhood Watch group in their area. Participants also learn about how to reduce the risk of identity theft and what to do if their identity is stolen or compromised.
- *First Aid, CPR & AED Training*– These courses include information on how to manage minor injuries and illnesses in the first few minutes until trained emergency responders arrive. The classes include classroom discussions and practical exercises. The AED course teaches CPR and relief of choking in adults & children; Automatic External Defibrillator (AED) use and use of various types of barriers.

RESPONSE

Disasters and emergencies involve significant risks to life safety and welfare. Natural disasters, such as floods, involve contaminated flood water and debris that can produce a myriad of hazards. Major fires produce smoke, toxic gases, and the possibility of structural collapse. Hazardous materials events usually involve toxic materials that can cause numerous types of health hazards. Terrorism threats can involve chemical, biological, radiological, nuclear, or explosive devices. Major earthquakes can impact virtually every aspect of our society.

Riverdale's priorities for response:

1. Saving lives
2. Stabilizing the incident
3. Protecting & restoring critical facilities (systems)
4. Reducing property damage
5. Protecting the environment

Response Time - Residents may think that government is slow to respond. It typically takes the federal government at least 72 hours to respond to a local emergency. The response to Hurricane Katrina demonstrated that local, state, and federal governments can be overwhelmed and the community's expectations sometimes do not match the government's capabilities.

Public Information - Residents may report difficulty getting critical information about the disaster from the news media. Despite our efforts to communicate through the media by issuing regular news releases, local media often choose to edit the information significantly, which can make it inaccurate, or not use it at all in their reports. Our efforts to foster positive working relationships with all facets of the media include media briefings and polling media to see how they want to receive information, so they will use the information in their reports. These positive relationships are critical during times of disasters, as our staff works diligently to provide information to our residents.

RECOVERY

Recovery involves all of the cleanup and restoration activities that are necessary to be able to return the area to normal. This involves getting all of the damage repaired, utilities restored, and the debris cleaned up. Recovery is often the hardest phase of the disaster and may continue for an extended time. As soon as it is safe to do so, Riverdale Building Inspectors, Public Works Inspectors and Engineers will conduct preliminary damage assessments to determine the level of property damage and the parts of the critical infrastructure that may be damaged.

The City of Riverdale has the primary responsibility for protecting its residents from disasters, and for helping them to recover when disaster strikes. Government agencies at all levels are key partners in this process, offering resources and programs that will help the City of Riverdale, its residents, and business owners pick up the pieces and return the community back to normal as quickly as possible.

Disaster recovery is rarely an easy process. It is financially, physically, and emotionally exhausting for everyone involved. Confusion and misinformation about relief programs often becomes an enormous source of frustration for the community members who are impacted, and for the local officials who are involved in the response. The constant delivery of information to the public regarding recovery efforts will be necessary.

Residents have their own priorities which may be different than those of the City's. Residents are often unaware of the scope of a disaster and may have unrealistic expectations about what the City of Riverdale can do for them as everyone works to recover.

Disaster Recovery Considerations

- *Debris Removal* - Debris removal on private property is typically not covered by FEMA or Riverdale and is the property owner's responsibility. If you have a constituent who has a significant problem with debris removal, call the Emergency Manager who may have information about volunteer organizations able to assist private individuals.

During the recovery phase, Riverdale has taken steps to be able to provide:

- Drinking water
- Emergency shelter
- Emergency medical transport/treatment
- Assistance in seeking disaster relief

But we normally do not provide:

- Batteries
- Flashlights
- Ice
- Generators
- Food (except in shelters and mass feeding sites)
- Transportation

These items can typically be purchased or arranged through retail establishments. If you receive questions from your constituents about these issues, you may want to refer them to the phone book or Riverdale's Emergency Manager or Emergency Preparedness Planner who have compiled lists of vendors and supplies while coordinating staff 72 hour kits.

- *Rebuilding* - Residents may want to rebuild their house or business in the flood plain or hazard area. This brings up zoning and local ordinance issues that may need to be addressed by the City Council.
- *Generators and sandbags* – May be available from hardware stores, equipment supply companies, and equipment rental businesses but may run out during disasters. Encourage residents to have enough basic supplies on hand so that they can be on their own for at least 72 hours.

One of the most important contributions that City Council members can make is to point constituents in the right direction for the information they need. That might be to a FEMA Tele-registration number, a local assistance center, or there may be a need for volunteers to help with debris removal or other cleanup activities. If you have a constituent who has a special need for items or services, contact the EOC or the Emergency Manager.

Types of Federal Disaster Assistance

None of FEMA's programs are designed to replace individual losses 100% -- only to bring living conditions back to a "safe and habitable" condition. The majority of federal disaster assistance is conveyed in the form of U.S. Small Business Administration (SBA) Loans, not grants. Public and private entities will complete stacks of paperwork, undergo numerous inspections, and devote hundreds of staff-hours toward reimbursement for disaster-related losses. Despite these complexities, federal disaster relief is all that many individuals have to rely on to rebuild their lives. This is particularly true for those homeowners without flood insurance – and 30% of disaster related claims occur outside federally designated floodplain areas. Not all federal disaster relief programs are activated for every disaster. Presidential decisions about relief programs are based on the preliminary damage assessment and any subsequent information that may be discovered. Some disaster declarations will provide only Individual Assistance (private) or only Public Assistance (government). Hazard mitigation opportunities are available in most situations. Riverdale's efforts in the damage assessment process will help ensure that residents obtain as many benefits as possible under the law.

Federal disaster assistance available under a major disaster declaration falls into three general categories:

- *Individual Assistance* - aid to individuals, families and business owners.
- *Public Assistance* - aid to public (and certain private non-profit) entities for certain emergency services and the repair or replacement of disaster-damaged public facilities.
- *Hazard Mitigation Assistance* - funding for measures designed to reduce future losses to public and private property. In the event of a major disaster declaration, all counties within the declared State are eligible to apply for assistance under the Hazard Mitigation Grant Program.

A brief overview of each of these programs follows.

Individual Assistance

This assistance is directed towards residents, business owners, individuals, and families - In every case, the disaster victim must register for assistance to establish eligibility. FEMA (or the providing agency) will

verify eligibility and determine a need before assistance is offered. Individual Assistance includes the following programs.

- *Temporary Housing Assistance* - assures that people whose homes are damaged by disaster have a safe place to live until repairs can be completed. These programs are designed to provide funds for expenses that are not covered by insurance. They are available only to homeowners and renters who are legal residents of the United States and who were displaced by the disaster. Non-legal residents may be eligible for similar types of assistance through the American Red Cross or other non-governmental agencies.
- *Home Repair Assistance* - helps repair a home to a "habitable" condition. The amount of the check is based on structural damage, as determined by a FEMA inspection.
- *Rental Assistance* - provides for rent until affected structure becomes habitable.
- *Mortgage and Rental Assistance (MRA)* - provides a check to pay the rent or mortgage to prevent eviction or foreclosure.
- *Small Business Administration Disaster Loans* - The SBA can provide three types of disaster loans to qualified homeowners and businesses: Home Disaster Loans to homeowners and renters, Business Physical Disaster Loans to business owners to repair or replace disaster-damaged property, and Economic Injury Disaster Loans, which provide capital to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period. For many individuals the SBA disaster loan program is the primary form of disaster assistance.
- *Individual and Family Grants (IFG)* - The IFG provides funds for the necessary expenses and serious needs of disaster victims that cannot be met through insurance or other forms of disaster assistance (including low interest loans from the Small Business Administration). Among the needs that can be met through the IFG Program are housing, personal property, medical, dental, funeral, transportation and required flood insurance premiums.

Other FEMA programs for individuals include Disaster Unemployment Assistance, Legal Services, Tax Relief Considerations and Crisis Counseling.

Public Assistance

FEMA Public Assistance funds the repair, restoration, reconstruction, or replacement of a public facility or portion of the infrastructure that is damaged or destroyed by a disaster. Certain private nonprofit (PNP) organizations may also receive public assistance. Eligible PNP's include educational, utility, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public.

As soon as practicable after the declaration, the State, assisted by FEMA, conducts briefings for State, local and PNP officials to inform them of the assistance available and how to apply for it. Intent to apply for assistance must be filed with the State within 30 days after the area is designated eligible for assistance.

Projects fall into the following categories: Debris removal, Emergency protective measures, Road systems and bridges, Water control facilities, Public buildings and contents, Public utilities, and Parks and

Recreation. FEMA reviews and approves the project applications and obligates the Federal share of the costs (75 percent) to the State. The State then disburses funds to local applicants. The State will cover 75% of the project costs that FEMA does not cover and may elect to cover the full share not covered by FEMA.

For small projects, payment of the Federal share of the estimate is made upon approval of the project and no further accounting to FEMA is required. For large projects, payment is made on the basis of actual costs determined after the project is completed; although interim payments may be made as necessary. Once FEMA obligates funds to the State, further management of the assistance, including disbursement to sub-grantees, is the responsibility of the Utah Department of Public Safety, Division of Homeland Security.

Hazard Mitigation Assistance - Hazard mitigation refers to sustained measures enacted to reduce or eliminate long-term risk to people and property from natural hazards and their effects. In the long term, mitigation measures reduce personal loss, save lives, and reduce the cost to the nation of responding to and recovering from disasters. Eligible mitigation projects include acquisition or relocation of properties located in high hazard areas; elevation of flood prone structures; seismic and wind retrofitting of existing structures; and protecting existing structures against wildfire.

DRAFT

EMERGENCY MANAGEMENT SYSTEMS

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)



The National Incident Management System (NIMS) is a nationwide standardized approach to incident management and response. Developed by the Department of Homeland Security (DHS) and released March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. Elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. These officials include administrative and political personnel as well as department/agency administrators who have leadership roles in a jurisdiction, including legislators and chief executives, whether elected (e.g., Governors, mayors, sheriffs, tribal leaders, and county executives) or appointed (e.g., county administrators and city managers). Although their roles may require providing direction and guidance to constituents during an incident, their day-to-day activities do not necessarily focus on emergency management and incident response.

To better serve their constituents, elected and appointed officials should do the following:

- Understand, commit to, and receive training on NIMS and participate in exercises.
- Maintain an understanding of basic emergency management, continuity of operations/continuity of government plans, jurisdictional response capabilities, and initiation of disaster declarations.
- Lead and encourage preparedness efforts within the community, agencies of the jurisdiction, nongovernmental organizations (NGOs), and the private sector, as appropriate.
- Help to establish relationships (including mutual aid agreements and assistance agreements) with other jurisdictions and, as appropriate, with NGOs and the private sector.
- Support and encourage participation in mitigation efforts within the jurisdiction and, as appropriate, with NGOs and the private sector.
- Provide guidance to their jurisdictions, departments, and/or agencies, with clearly stated policies for NIMS implementation.
- Understand laws and regulations in their jurisdictions that pertain to emergency management and incident response.
- Maintain awareness of critical infrastructure and key resources within their jurisdictions, potential incident impacts, and restoration priorities.

Elected and appointed officials may also be called upon to help shape and revise laws, policies, and budgets to aid in preparedness efforts and to improve emergency management and incident response activities.

An incident may have a mix of political, economic, social, environmental, public safety, public health, and financial implications with potentially serious long-term effects. Frequently, incidents require a coordinated response (across agencies, jurisdictions, and/or including NGOs and the private sector), during which elected and appointed officials must make difficult decisions under crisis conditions. Elected and appointed officials should be aware of how NIMS can work to ensure cooperative response efforts, thereby minimizing the potential implications of an incident.

Command and Management

The NIMS standard incident command structures are based on the following key organizational systems:

- The Incident Command System (ICS)
- Multi-Agency Coordination Systems (MACS)
- Public Information Systems

Other key NIMS components are:

- *Preparedness* - Effective incident management begins with prevention and preparedness activities conducted continually, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification & certification standards; and equipment acquisition/certification.
- *Resource Management* - NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.
- *Communications and Information Management* - NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination) and information-sharing at all levels of incident management.
- *Supporting Technologies* - Technology systems provide supporting capabilities essential to implementing and refining NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking) and data display.

STATEWIDE MUTUAL-AID AGREEMENT

Riverdale is a participating political subdivision and recognizes Utah Administrative Code Rule R704-2 Statewide Mutual Aid Act Activation effective February 1, 2014 creating a process for jurisdictions that are acting as agents of the state to use in mobilizing or demobilizing available assets in response to an intrastate or interstate disaster as provided in Title 53, Chapter 2, Part 2, Emergency Management Assistance Compact amended 2011.

RIVERDALE CERT NEIGHBORHOOD NETWORK

Overview & Vision

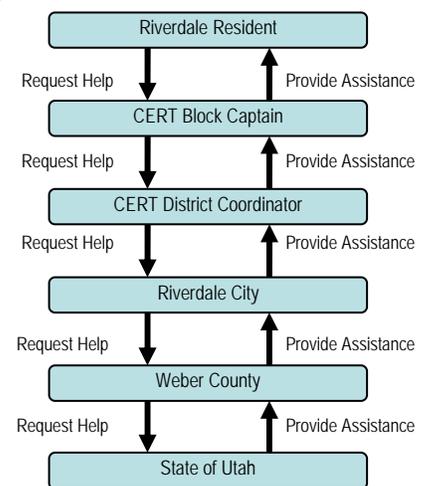
Riverdale City is committed to principles of effective emergency management to provide quality emergency response services to its citizens. However, despite the City's best efforts there is still the likelihood that a major disaster would overwhelm the City's and the neighboring community's professional emergency responders for up to several days. Therefore, as part of the emergency planning process, Riverdale City recognizes the need for citizens to be prepared, organized, and trained to effectively work together to quickly assess damages and respond to their own emergency needs. It is for such a situation that the CERT Neighborhood Network has been developed to promote order in the community and establish clear lines of communication during an emergency or disaster situation. Every citizen is encouraged to participate in neighborhood planning and organization efforts using a model that has been used throughout much of the Wasatch Front area.

CERT Neighborhood Network Organization

The City is currently divided into five districts. Each district is subdivided into neighborhoods or blocks. Riverdale City will rely on each district's designated CERT District Coordinator to serve as the official point of contact between and the CERT Block Captains who are responsible to report the needs and concerns of the residents in their area in the event of an emergency.

Requesting Help and Providing Assistance

The flow chart at the right shows the lines of communication to request help and provide assistance. In the event of a declared local emergency, Riverdale City will implement its Emergency Operations Plan and will activate the City's Emergency Operations Center to coordinate emergency operations for response and recovery efforts during and after the disaster event. The City will designate a single point of contact within the Emergency Operations Center for direct communications with all of the District Coordinators.



EMERGENCY PROCLAMATIONS

LOCAL DECLARATION OF EMERGENCY

Emergency declarations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property caused by natural or man-made situations. Upon the recommendation of the City Administrator and Emergency Manager, the Mayor may issue an executive order or proclamation that a state of disaster or severe emergency exists in the City. The executive order or proclamation shall indicate the nature of the disaster, the area threatened or affected and the conditions creating the disaster or emergency.

Local “State of Emergency” Defined

A local “State of Emergency” exists whenever the City or an area therein is suffering, or in imminent danger of suffering, an event that may cause injury or death to persons, or damage to or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety, and welfare. Such an event shall include but not be limited to the following: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, terrorist attack and war.

Why declare a local “State of Emergency”?

The rationale for declaring an official local “State of Emergency” is threefold:

- To acknowledge that the local jurisdiction has experienced a disaster and has responded to the best of its ability. The local declaration is the first step toward a state and federal declaration, which would then activate eligible state and federal disaster relief programs to provide financial relief to both local government and the public. A local, state and/or federal declaration is likely to send a reassuring message to the public that officials intend to pursue every avenue available to assist the disaster victims.
- To alert the Weber County Emergency Services Director and State of Utah Division of Homeland Security that local resources are being fully utilized and that County and State assistance may be requested; and
- To empower the local officials to take extraordinary measures necessary for protecting life, property and the environment while affording some safeguards against legal liability.

Who issues the emergency declaration?

The Mayor may issue an official local “State of Emergency” declaration. This declaration must be issued before County, State and/or Federal assistance can be requested. If the Mayor is absent the line of succession will be the Mayor Pro Tempore and then the Council member with the most consecutive years of service on the Council at the time the emergency occurs.

The declaration of a “State of Emergency” by the Mayor, or Mayor Pro Tempore, shall be valid for a period not to exceed 30 days. If the emergency exceeds thirty days, it must be declared by the City Council. (Utah Code 63-5a-6(b))

Purpose of Emergency Proclamation

- Authorize the undertaking of extraordinary police powers.
- Provide limited immunity for emergency actions of public employees and governing bodies.
- Authorize the issuance of orders and regulations to protect life and property (e.g., curfews).
- Activate pre-established local emergency provisions such as special purchasing and contracting.
- Require the emergency services of a local official or employee.
- Requisition necessary personnel and materials from any local agency or department.
- It is the prerequisite for requesting a Governor's Proclamation of a State of Emergency and/or a Presidential Declaration of an Emergency or Major Disaster.

STATE DECLARATION OF EMERGENCY

A “State of Emergency” may be proclaimed by the Governor when conditions of disaster or extreme peril exist which threaten the safety of person and property within the state. The Governor may also proclaim a “State of Emergency” when requested to do so by local authorities or when the local authority is inadequate to cope with the emergency.

When the Governor proclaims a “State of Emergency”:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any city or county for outside assistance.
- The Governor shall, to the extent he/she deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of Utah within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulation of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The Governor may promulgate issue and enforce orders and regulations deemed necessary.

A State Declaration is needed to request a Presidential Declaration and access to federal disaster relief programs.

PRESIDENTIAL DECLARATIONS

The Governor of an impacted state may request a Presidential Declaration of Emergency or Disaster when the disaster is of such severity and magnitude that effective response is beyond the ability of the state and affected local jurisdictions.

Federal Declaration of Emergency

In some cases the President may make a Declaration of Emergency instead of a Disaster. An Emergency Declaration unleashes the support of any or all of the 27 federal agencies. It also authorizes reimbursement of emergency work, such as debris removal and emergency protective measures. It stops short, however, of providing certain types of recovery assistance.

Federal Declaration of Major Disaster

A Presidential Declaration of Disaster is made when the President determines that the situation warrants major federal disaster assistance. In addition to the assistance provided in an Emergency Declaration, a Disaster Declaration may make a broad range of assistance available to individual victims, including:

- Temporary housing;
- Disaster unemployment and job placement assistance;
- Individual and family grants;
- Legal services to low-income victims; and,
- Crisis counseling and referrals.

DECLARATION OF HEALTH EMERGENCY

Local health departments have the authority, subject to Utah State Code 26A-1-108 to enforce state laws, local ordinances, department rules, and local health department standards and regulations relating to public health and sanitation in all incorporated and unincorporated areas served by the local health department. As such they may at times establish, maintain, and enforce isolation and quarantine (with assistance from law enforcement officials), and exercise physical control over property and over individuals as the local health department finds necessary for the protection of the public health and establish and operate reasonable health programs or measures not in conflict with state law which are necessary or desirable for the promotion or protection of the public health and the control of disease or may be necessary to ameliorate the major risk factors associated with the major causes of injury, sickness, death, and disability in the state. They may also close theaters, schools, and other public places and prohibit gatherings of people when necessary to protect the public health. (See Utah Code 26A-1-114.)

EMERGENCY MANAGEMENT ORGANIZATION

It is the responsibility of the City to undertake comprehensive emergency management in order to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the City's capability to respond, assistance will be requested from Weber County, then the State of Utah. The Federal government will be asked to provide assistance to the State when appropriate.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. If needed, the efforts that would normally be required for those functions will be redirected to accomplish the emergency task by the department concerned.

Emergency responses may be implemented in stages, as needed using the National Incident Management System (NIMS). The NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, and management of resources and reporting.

The full-scale implementation of the City's emergency management organization involves the activation of the Emergency Operations Center, which serves as an Incident Command post at the highest level within the City. For the purposes of this document, activation of the emergency management organization of the City refers to the activation of the Emergency Operations Center.

Direction and Control

Direction and control of the emergency management organization, when activated, will be vested in the City Administrator who serves as chair of the policy group. Other members of the policy group, as well as the Mayor and City Council, may advise the City Administrator. The City Administrator may designate others to assume temporary control as required. The emergency management organization is designed to function 24 hours a day until the emergency is resolved or the City Administrator decides such extensive coverage is no longer necessary.

Continuity of Government

Riverdale Municipal Code provides direction for continuity in government by providing a procedure for succession in offices where elected officials or other key personnel are absent or unavailable during the course of any major natural disaster or occurrence. The code provides a clear line of authority and succession assuming the unavailability, temporarily or permanently, of elected and appointed officials in order to ensure a lawful continuity of government and a prompt response to an emergency situation.

EMERGENCY OPERATIONS PLAN

The City of Riverdale Emergency Operations Plan (EOP) addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting Riverdale City.

The EOP:

- Establishes the emergency management organization required to respond to and mitigate any significant emergency or disaster affecting the City.
- Identifies the policies, responsibilities, and procedures required to protect:
 - The health and safety of the community.
 - Public & private property.
 - The environmental effects of natural and technological emergencies and disasters.
- Establishes the operational concepts and procedures associated with field response to emergencies, the City's Emergency Operations Center (EOC) activities, and the recovery process.

The EOP establishes the framework for implementation of the National Incident Management System (NIMS) in Riverdale City. The Plan is intended to facilitate multi-agency and multi-jurisdictional coordination in emergency operations, particularly between City and other local governments, including special districts, Weber County, and State agencies.

The EOP is a concept of operations guide and planning reference. City departments and local agencies that have roles and responsibilities identified in the EOP are encouraged to develop emergency operations plans, detailed standard operating procedures (SOPs), and emergency response checklists based on the provisions of the EOP.

EMERGENCY OPERATIONS CENTER

An Emergency Operations Center (EOC) is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the City Administrator, Emergency Manager, City Staff, and representatives from organizations that are assigned emergency management responsibilities. The level of EOC staffing will vary depending upon the specific emergency situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies, procedures, and action plans.
- Collecting intelligence from, and disseminating information to, the various EOC representatives and the City Council, and, as appropriate, to county, city, special district, non-profit and community based organizations, state agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.

- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with support department operations centers (DOC), other non-governmental agencies and the County/Operational Area EOC.
- Providing emergency warnings, alerts, information, and instructions to the public, making official releases to the news media and scheduling press conferences as necessary.

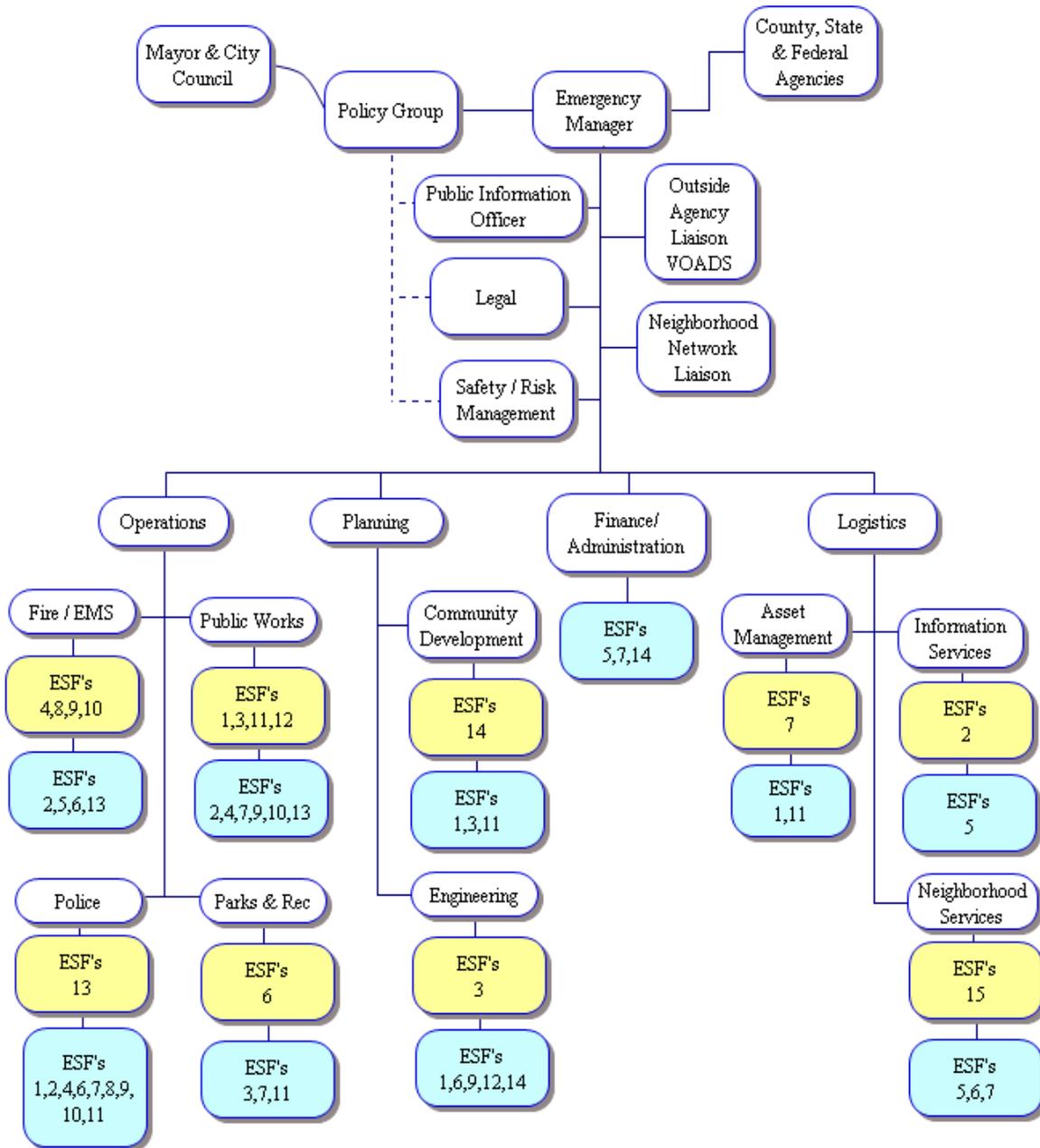
Management of the EOC and alternate EOC facilities is the responsibility of the Emergency Manager under the direction of the City Administrator. This responsibility includes all facility functions, support systems, and operational readiness issues. The City Administrator has the primary responsibility for ensuring that the City Council is kept apprised of the situation and will bring all major policy issues to the City Council for review and decision.

Activation of the Emergency Operations Center (EOC)

The nature and scope of the incident determine the type of coordination facility to be established or activated in cases where the emergency is citywide or extremely severe. This will be in addition to Incident Command Post(s) established to coordinate site response. The EOC is capable of operation on an intermittent or continuous basis for as long as the situation requires.

The primary Riverdale EOC is located at 4334 S. Parker Drive, Riverdale, Utah and serves as a protected site from which local government officials coordinate, monitor and direct emergency response activities during an emergency. In the event that it becomes impossible to use the primary location, the EOC will be moved to an alternate location. The EOC is activated by the request of City Administrator, in coordination with the Emergency Manager.

Organization of the Emergency Operations Center (EOC)



- ESF #1 - Transportation
- ESF #2 - Communications
- ESF #3 - Public Works & Engineering
- ESF #4 - Firefighting
- ESF #5 - Emergency Management
- ESF #6 - Mass Care, Housing & Human Services
- ESF #7 - Resource Support
- ESF #8 - Public Health & Medical Services

- ESF #9 - Urban Search & Rescue
- ESF #10 - Oil & Hazardous Materials Response
- ESF #11 - Agricultural & Natural Resources
- ESF #12 - Energy
- ESF #13 - Public Safety & Security
- ESF #14 - Long Term Community Recovery
- ESF #15 - External Affairs

Levels of Activation and Staffing

Staffing for the EOC will depend upon the scale of the emergency or disaster. Any time the EOC is activated, administrative support personnel are required. The level of staffing will be determined by the Emergency Manager, depending upon the situation. There are four classifications which assist in determining the level of staffing:

1. Level 1 - These are emergencies that are handled on a regular day-to-day basis by police, fire, EMS, public works, and other departments. These situations generally do not require additional resources or coordination and the EOC will not normally be activated.
2. Level 2 - These emergencies require a limited staff to direct EOC operations. Only those functions which are necessary to cope with the emergency are required.
3. Level 3 - A preparatory step when we receive warning of a potential disaster. The EOC could be activated with only administrative and communications staff. The EOC would be set up, prepared for operations, and communications equipment tested and made operational.
4. Level 4 - Complete mobilization and operation of the EOC with full staffing.

Staff at the EOC

The staff at the EOC involves five groups:

1. Policy Group. The policy group is responsible for developing policy, prioritizing actions, and coordinating the overall emergency response. Members of the policy group include: Cabinet Members, City Recorder, and Emergency Manager (Liaison). As needed, or required by the type and magnitude of the incident, Department Directors, Elected Officials, and/or other subject matter experts may be asked to participate with the Policy Group.
2. Operations Group. The operations group normally functions in coordination with operations in the field and will coordinate implementation of response actions among the participating organizations and ensure that the policies, activities and resources are implemented according to the decisions of the policy group. Members of the operations group may include: the Emergency Manager, Police Chief, Fire Chief, Public Works Director, City Engineer, Community Development Director, Business Administrator, and outside agencies (as needed or required by the incident).
3. Planning Group. The planning group is responsible for the collection, dissemination and use of the information about the development and status of resources. This will involve receiving status reports from all ICs in the field, analyzing the data received, thinking ahead, briefing and making suggestions to the policy group, and tracking the status of resources. Members of this group will be dependant on the type and magnitude of the event and may include: a risk manager, various Riverdale Departmental Staff, and outside agencies.

4. Logistics Group. The logistics group is responsible for providing facilities, services and materials for the incident. This includes health services, food and shelter, transportation, personnel, volunteers, supplies and equipment. Members of this group will be dependant on the type and magnitude of the event and may include: the Human Resources Manager or representative, Accounts Payable Clerk, Public Works Director or representative, Community Services Coordinator or representative.
5. Finance Group. The finance group is responsible for tracking and implementing procurement paperwork, keeping records of all incident costs, and evaluating the financial considerations of the incident. Members of this group include: the City Treasurer.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

City officials and staff share the responsibility for the planning necessary to minimize losses and provide relief from disasters. This shared responsibility includes activities to ensure mitigation, preparedness, response and recovery.

Planning activities should provide for ongoing programs that prevent loss of life and property damage, and establish response and recovery capabilities to restore normalcy in the disaster area within the shortest possible time. Operational plans will achieve specific objectives related to the goals of emergency planning. The designation of responsibilities is based on the unique capabilities of each City department.

The following is the assignment of emergency functions to positions and departments of the City of Riverdale in addition to their normal duties. The function applies to all parts of the EOP when a specific part is not designated. Each department is responsible for developing and maintaining its own Standard Operating Guidelines (SOGs), which must address the responsibilities outlined below. This Plan contains Emergency Support Function (ESF) annexes which further define the delegation of responsibilities and outline non-City agencies with a role in emergency response activities.

City Government

In General, the City of Riverdale should be prepared to:

- Direct and control local response to a wide variety of disasters.
- Provide immediate response through local resources and personnel. Establish readiness procedures that ensure proper training, notification of personnel and the availability of personnel material and equipment in an emergency.
- Establish and activate mutual aid agreements when specific aid is needed.
- Request assistance from state and federal government when 1) local resources are fully committed and found to be inadequate and/or 2) a particular capability is required but is not available locally.
- Participate in state and federal efforts to accomplish hazard mitigation plans and studies.

Mayor

The emergency powers of the Mayor include, but are not limited to:

- The authority to issue a declaration of a local emergency.
- Suspending the provision of any City Ordinance prescribing the procedures for conduct of City business if strict compliance with the provision prevents, hinders, or delays necessary actions in coping with the emergency.
- Issuance of orders for evacuation.
- Suspending or limiting the sale of some items.
- Invoking the provisions of any mutual aid agreement entered into by the City.

City Administrator

The emergency duties of the City Administrator include, but are not limited to:

- Activating the Riverdale Emergency Response & Operations Plan when needed.
- Coordination with the Mayor and City Council.
- Use all the available resources of the City as reasonably necessary to cope with the disaster.
- Transferring the direction, personnel, or functions of City Departments or Divisions for the purpose of performing or facilitating emergency operations.

Emergency Manager

The Emergency Manager acts as an advisor to the City Administrator for disaster mitigation, preparedness, response and recovery. The Emergency Manager shall be responsible to:

- Direct the efforts of all City Departments / Divisions with regard to the development and evolution of the Emergency Management Plan.
- Establish a system for reporting, analyzing, displaying and disseminating emergency preparedness information.
- Coordinate the activities of the departments / divisions and other agencies in preparing for, and operating in, disasters.
- Develop, coordinate and monitor mutual aid agreements and memoranda of understanding for emergency aid and assistance.
- Receive, review and approve departmental emergency operations plans.
- Establish and direct operation of the Riverdale Emergency Operations Center.

- Establish procedures to document the recovery efforts and expenses and act as the City's applicant agent in accordance with state and federal disaster assistance programs.
- Coordinate military assistance.
- Coordinate warning operations.
- Coordinate evacuation operations.

ROLE OF THE CITY COUNCIL

The City Council's actions during and following an emergency influence community members as well as employees, and directly impact the City's ability to protect lives and property. The City Council works closely with the City Administrator in a similar capacity as they work with the City Administrator during normal operations.

When a disaster strikes, the City Council often will serve as a primary conduit between the government and the public both during and after the event. It may hold public meetings to conduct the business relevant to response and recovery from the disaster (for example, the adoption of ordinances) and to hear from and communicate with the public. Additionally, the Council may review potential or threatened litigation and provide general direction to the City Administrator in such matters. Specific responsibilities of the City Council include:

- Receive regular updates and briefings from the City Administrator.
- Review and approve the declaration of a local "State of Emergency".
- Serve as a liaison with other City, County, State and/or Federal government representatives.
- Serve as the liaison with public or community organizations.
- Receive information and assistance from the Emergency Manager to assist with public information outreach.
- Conduct public meetings to determine public needs and identify current or future city actions related to the disaster.
- Review requirements for special legislation and development of policy.
- Establish executive-level policies and pass important resolutions for the management of the emergency.
- Consider and advise both short and long term recovery strategies.
- Support a multi agency disaster response.
- Survey problem sites in Riverdale and assist residents and the City in finding solutions to problems resulting from the disaster.
- Visit impacted areas, shelters, and other temporary facilities to spot problems and special issues.
- Host and accompany VIPs and government officials on tours of the emergency/disaster.
- Participate in required training as required by State & Federal law.

Notification

In the event of a disaster, the City Council will be notified by the City Administrator or designee.

Responding To a Disaster Area

Depending on the size and scope of the disaster, it is recommended that you do not respond to the immediate disaster area because of safety concerns for you as well as emergency responders working at the scene. However, if you do choose to respond to the scene, you are encouraged to respond to the Incident Command Post and to follow these guidelines:

- Bring your City of Riverdale issued identification. Not every police officer or firefighter will know you.
- The fire, law enforcement, or other emergency response agency may establish a "Hot Zone" into which only persons with the proper protective clothing and training are allowed to enter due to hazards to health and safety. Be prepared to follow their guidance and understand if you are denied access, it is for your safety.
- Park your car in a safe place away from the incident and in an area where your vehicle does not obstruct the road. Blocked roads may slow emergency vehicles from reaching their destination.
- Communicate with the City Administrator to advise him/her you are going to the scene.
- Check in with the Incident Commander as soon as you arrive at the scene. This person is responsible for directing all activities at the incident scene. The Incident Commander should be located at the Command Post.
- Watch for hazards and pay attention to your surroundings. Many responders are struck by cars every year because they are operating in the roadways where drivers are easily distracted by the disaster or incident.
- Watch where you step. The scene may contain hazardous materials that can wind up on your shoes, which in turn can contaminate your car, home or business. Do not walk into or touch spilled material. Avoid inhaling fumes, smoke, and vapors. Avoid flood water; it may be contaminated.

Training & Exercise

City Council Members are required to complete basic training regarding the NIMS. This training includes the following FEMA courses: "IS-700 - NIMS An Introduction" and "IS-100 An Introduction to ICS". Additionally Council Members are encouraged to complete the following FEMA courses: "IS-200 Basic ICS for Single Resources and Initial Action Incident" and "IS-800.A NRP An Introduction".

Council Members are also invited to participate in any of the exercises conducted by the Emergency Manager and Emergency Preparedness Planner. These exercises may include tabletop, functional, or full scale exercises and/or drills to test all or part of the City's Emergency Operations Plan.

WORKING WITH THE MEDIA

In the event of a significant incident, City Council members will be contacted and briefed by the City Administrator. In addition:

- Media briefings may be scheduled for Council members to attend.
- Public Information Officers or the Emergency Manager will confer with Council members to brief them on the situation and what response and recovery actions are underway.
- Council members will be provided copies of all news releases and information.

The City Administrator will designate who serves as the Public Information Officer (PIO) for the City and is supported by EOC staff during an event. The PIO is trained, skilled and experienced in dealing with the media, and has established working relationships with all media.

Cultivating a good relationship with the media prior to a disaster may provide better support from the media during the hectic hours of responding to an emergency. It is important to create a situation where the media feels it has a vital role during the response efforts. The media, when supportive, can convey important information to the public about issues such as evacuations and disaster assistance information.

While the PIO will work closely with the media, Council members will often be sought out by the news media for comments or information specific to the disaster. You serve an important role in helping to instill confidence in the City's ability to respond and recover from disaster situations.

Tips for responding to questions from the Media in a Disaster

- Answer all questions directly and to the point.
- If you don't know the answer to a question, say so. Don't risk a guess. Erroneous information can cause the public to take incorrect actions and can damage your credibility. Ask the reporter to leave his or her name and telephone number so that you can provide an answer.
- Do not exaggerate the facts. Give facts as you know them and cite your own sources. In an emergency or disaster, the information you reveal could threaten lives if it is incorrect.
- Tell the truth and avoid using "no comment". No comment gives the impression that you have something to hide.
- Never give "off the record" information. It could come back to haunt you.
- Never argue with reporters or lose your cool. Don't be rude even if the interviewer or reporter appears to doubt your credibility.
- If you are interrupted, wait for the interrupter to finish and then proceed with your answer. You may wish to repeat the original question to bring the reporter back on track.
- Challenge any efforts to put words in your mouth. If you don't you may end up appearing to agree with something you actually disagree with.
- Don't act evasive. Your evasiveness may be interpreted as an attempt to hide something.

- Be alert. Avoid answering speculative “what if” questions. Be prepared to lead the interview from problems and negatives to positive points you want to make.
- If you know you are going to be interviewed please contact the PIO or Emergency Manager for information to work with.

Delivering your message:

- Speak naturally and avoid using “jargon” or terminology that isn’t familiar to those working outside of emergency management.
- Say the most important thing first and then elaborate if necessary. Avoid long, rambling responses. Be succinct and clear in your responses.
- Make one point at a time. Speak in simple sentences rather than compound sentences. During times of high stress people are generally only able to remember short concise bits of information.
- If you must read a prepared statement, review the information before going “live”. Read in a relaxed manner. Avoid stilted, halting speeches.
- Be believable, personable and conversational. Credibility is vital to getting your message across.

Coordinating at a scene with the Incident Commander:

- Coordinate any requests to tour the scene with the Incident Commander before making any promises to the media.
- Let the PIO know if you talk to the media.

DRRAFT

ACRONYMS & GLOSSARY

List of Frequently Used Acronyms & Abbreviations

AAR	After Action Report
CDC	Centers for Disease Control
CERT	Community Emergency Response Team
DHS	Department of Homeland Security
EAS	Emergency Alert System
EMAC	Emergency Mutual Aide Compact (State)
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
LAC	Local Assistance Center
MACS	Multi-Agency Coordination System
MRC	Medical Reserve Corps
NIMS	National Incident Management System
NRP	National Response Plan
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PHO	Public Health Officer
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
RIMS	Resource Information Management System
SAR	Search and Rescue
USAR	Urban Search and Rescue
VOAD	Voluntary Organizations Active in Disaster

Glossary of Terms

This Glossary contains definitions of terms commonly used by agencies and organizations in the emergency management field.

A

Action Plan: "Action Plan" means the plan prepared in the EOC containing the emergency response objectives, overall priorities, and supporting activities for a designated period. (See EOC Action Plan)

After Action Report: A report covering response actions, application of NIMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required after any emergency which requires a declaration of an emergency.

American Red Cross: A nationwide volunteer agency providing disaster relief to individuals and families.

Auxiliary Communications Service (ACS): A communications reserve that provides tactical, logistical and administrative support and communications for all government communications systems.

B

Base Flood: A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations; presently required by regulation to be that flood which has a one-percent chance of being equaled or exceeded in any given year. Also known as a 100-year flood.

Base Flood Elevation (BFE): The elevation for, which there is a one-percent chance in any given year that flood levels, will equal or exceed it. It is also known as the 100-Year Flood.

C

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Casualty Collection Points (CCP): See Field Treatment Sites

Catastrophic Disaster: An event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

Civil Air Patrol: A civilian auxiliary of the United States Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

Command Post: (See Incident Command Post)

Comprehensive Emergency Management (CEM): An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disaster and for all levels of government and the private sector.

Continuity of Government: All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision makers.

D

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Department Operations Center (DOC): An EOC used by a distinct discipline, such as fire, law, or public works. Department operations centers may be used at levels above the field response level, depending upon the impact of the emergency.

Designated Area: Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

Disaster Field Office: A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Service Worker: Includes public employees and any unregistered person impressed into service during a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties.

E

Emergency Alert System (EAS): A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Management Director (Director of Emergency Services): The individual within each political subdivision that has overall responsibility for the jurisdiction's emergency management efforts. For the City of Riverdale, this is the Emergency Manager Position.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to relevant hazards.

Emergency Period: A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans: Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

Emergency Public Information (EPI): Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

EOC Action Plan: The plan developed at EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period. (See Action Plan)

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., EOCs, hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

F

Federal Coordinating Officer (FCO): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act: Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal Emergency Management Agency (FEMA): This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Field Treatment Site (FTS): A location within a jurisdiction that is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc. Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

Flood Insurance: The insurance coverage provided under the National Flood Insurance Program (NFIP).

Flood Insurance Rate Map (FIRM): The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

H

Hazard: Any source of danger or element of risk to people or property.

Hazard Area: A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazardous Material: A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazardous Material Incident: Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials as well as sites that treat, store, and dispose of hazardous material.

Hazard Mitigation: A measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Grant Program (HMGP): Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards, including the actions needed to minimize future vulnerability to identified hazards.

Homeland Security Advisory System: National system used to communicate the nature and the degree of terrorist threats. Based on five possible threat levels, governments and other organizations will implement protective measures.

I

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan (IAP): The plan developed at the field response level that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Commander (IC): The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of

what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Individual Assistance (IA): Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State, local governments or disaster relief organizations.

Information Officer: Responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. This position is also referred to as Public Affairs or Public Information Officer (PIO) in some disciplines.

L

Liaison Officer: Responsible for coordinating with representatives from cooperating and assisting agencies.

Local Assistance Center (LAC): A facility established by local government within or adjacent to an disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

M

Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: This is a top-down management activity that involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Mass Care Facility: A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

Mitigation: Pre-event planning and actions that aim to lessen the effects of potential disaster.

Multi-Agency Coordination: The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the allocation of critical resources.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

N

National Flood Insurance Program (NFIP): The Federal program, created by an act of Congress in 1968, that makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Incident Management System (NIMS): The federal standard for incident management. Based in ICS, provides core set of concepts, principles, and terminology.

National Response Plan (NRP): Supersedes Federal Response Plan. Provides framework for federal agencies involved with domestic incident management. DHS manages response for "Incidents of National Significance."

National Warning System (NWS): The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

O

One Hundred (100)-Year Flood: The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county's geographic borders.

Operational Area Coordinator: The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

P

Public Assistance (PA): Federal assistance provided under the Stafford Act to State and local government agencies or certain private, nonprofit organizations.

Public Information Officer (PIO): The individual delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and scope of the incident.

R

Radio Amateur Civil Emergency Services (RACES): An emergency services program designed to make efficient use of skilled radio amateur in accordance with approved emergency communications plans.

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs that provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Recovery Operations Center (ROC): A facility established by the local government within or adjacent to an disaster impacted area to provide disaster relief agencies and organizations "one-stop" shop for the coordination of their efforts. Representatives from local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector may be present.

S

Shelter Manager: An individual who provides for the internal organization, administration, and operation of a shelter facility.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Stafford Act: Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

Staging Areas: Locations at an incident where resources can be placed while awaiting a tactical assignment.

Standard Operating Procedures (SOPs): A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

State Coordinating Officer (SCO): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property that are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

T

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; and oil spills on land, coastal waters or inland water systems.

Triage: A process of rapidly classifying patients on the basis of the urgency of treatment that is needed. The prioritizing of medical care based on the nature and severity of illness or complaint, history, signs and symptoms, general appearance, vital signs and a brief physical assessment.

U

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Urban Rescue: The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

W

Weapon of Mass Destruction: Device using chemical, biological, radiological, or nuclear materials.

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 4, 2014**

AGENDA ITEM: H

SUBJECT: Discretionary Items

PETITIONER: Elected, Appointed, and Staff

ACTION REQUESTED BY PETITIONER: Open agenda item provided for comments or discussion on discretionary items.

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